

# THE DAVA WAY ASSOCIATION

## Minutes of the Board of Trustees Meeting held 07<sup>th</sup> September 2021

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

Meeting Opened: 19:00

Item	Minute	Action By
1	<u>Welcome:</u> Robbie Roberts chaired the meeting and welcomed members.	
2	<u>Present:</u> Michael J Sutherland (MS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Robbie Roberts (RR), Trevor Thornley (TT)	
	<u>Apologies:</u> Malcolm Campbell (MC), Neil Sinclair (NS).	
3	<u>Minutes of the previous meeting 11/08/21</u> The minutes of the Dava Way Association (DWA) BoT meeting held on 11/08/21 were read and accepted without change. Proposed: NT    Seconded: PB	
4	<u>Matters Arising from the meeting 11/08/21</u>	
4.1	Ref 6.1.1: RR reported from MC's notes that he has applied for DWA membership of the Forres Osprey Bus organisation. Action closed.	
4.2	Ref 9.3.1: (See Item 9.2.1 below)	
4.3	Ref 9.3.2: (See Item 9.3.2 below)	
4.4	Ref 9.3.3: (See Item 9.3.3 below)	
4.5	Ref 9.3.4: (See Item 9.2.2 below)	
4.6	Ref 9.4: (See Item 9.4 below)	
4.7	Ref 9.5.2: (See Item 9.5.2 below)	
4.8	Ref 9.6: (See Item 9.6.1 below)	
4.9	Ref 9.7.1: (See Item 9.7.1 below)	
4.10	Ref 9.7.2: (See Item 9.7.2 below)	
4.11	Ref 9.8.3: (See Item 9.8.1 below)	
4.12	Ref 9.8.4: (See Item 9.8.2 below)	
4.13	Ref 9.8.5: (See Item 9.8.3 below)	
4.14	Ref 9.8.6: (See Item 9.8.4 below)	
4.15	Ref 10.1: (See Item 10.1.1 below)	
4.16	Ref 10.2.2: (See Item 10.2.2 below)	
4.17	Ref 10.4: (See Item 10.4 below)	
4.18	Ref 11.1.1: (See Item 11.1.1 below)	
4.19	Ref 11.1.2: (See Item 11.1.2 below)	
4.20	Ref 11.3.2: (See Item 11.3.1 below)	
4.21	Ref 11.3.3: (See Item 11.3.2 below)	
4.22	Ref 12.1.1: (See Item 12.1.1 below)	
4.23	Ref 12.1.2: (See Item 12.1.2 below)	
4.24	Ref 12.2: (See Item 12.2 below)	

4.25	Ref 13.1: RR reported that he has received a number of radios and has brought some of them back into working order. RR demonstrated the operation of one of the radios and emphasised that, when in operation outdoors, they should be kept in the provided waterproof bag where possible, along with the operator's guide. Action closed.	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £6983.82 is in the DWA account.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ Nil	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	<b>To the Secretary</b>	
	RR reported the following items from MC's notes.	
6.1.1	<u>Cairngorm to Coast</u> MC has received the offer of a £50 donation from Karen Cox of Outfit Moray following the Cairngorm to Coast event. PB added that the DWA bank account details have been provided.	
6.1.2	<u>Website Development Additional Payment</u> MC has received a request from Finnerne Development Trust for payment of £464, as the DWA share of a website development cost overrun. A decision on payment was held over until NS/MC can provide more details.	NS/MC
6.2	<b>Other Correspondence</b> (Nothing to report)	
7	<u>Feedback</u>	
7.1	<b>Footfall Counters</b> PM reported the following readings: Lochenoun – 13/11/15 to 06/09/21 20,614 (20,680 – 66) RR reported the following readings from MC's notes: Dunphail – 21/06/17 to 04/09/21 11,160 (18,233 – 7073) Lynmore (not read) Dallas Dhu – 15/03/15 to 04/09/21 157,929 walkers (295,248 – 137,319) 24,682 cyclists (32,205 – 7,523)	
7.2	<b>Other</b> ; email, Facebook, etc. (Nothing to report)	

8	<u>Dava Way Merchandise</u>	
8.1	<b>Sales and Stock</b>	
	Companions (NT) 94	Badges (MC) 16
	Companions (NS) 61	
9	<u>Dava Way Path Works and Projects</u>	
9.1	<b>Unplanned Work Since Last Meeting</b>	
9.1.1	PM reported that he and Rachel carried out a roving mini work party on 06/09/21. The Glaschoil gate was checked to see if it needed adjustment, and the timber side fencing was painted. They then checked and lubricated gates and lopped low branches and undergrowth from Glaschoil to Dava.	
9.1.2	PM noted that the nose of the Dragoon sculpture has been damaged again. NS has been informed and asked to see what can be done to repair it.	NS
9.1.3	PM noted that the centre anchor bolt for the split self-closing gate at Dava North was missing, therefore making it insecure and inoperable as a self-closing gate. The 'No Unauthorised Vehicles' sign has also been removed. MC has been informed and asked to contact Moray Estates to see if they know what has happened to the missing anchor bolt and sign.	MC
9.2	<b>Planned Work Since Last Meeting</b>	
9.2.1	Ref 9.3.1: PM reported that the following tasks were completed at the work party held on 14/08/21: <ul style="list-style-type: none"> <li>NS led a work party that progressed the resurfacing works at Peathillock.</li> <li>PB led a work party that carried out out vegetation cutback and grass cutting between the Dragoon Crossing and the south end of Lynmacgregor.</li> <li>PM led a work party that replaced the rotted hinge post of the gate at Glaschoil and installed timber side fencing.</li> </ul>	
9.2.2	Ref 9.3.4: PB reported that on 26/08/21 he, RR and TT completed the vegetation cutback and grass cutting north of Dava. Action closed.	
9.2.3	RR reported from NS's notes that on 02/09/21 NS painted the picnic benches at Scurrypool.	
9.2.4	PB reported that on 02/09/21 he, RR and TT cleared the accumulated detritus from between the boards of the two Lynmore Bypass bridges, strimmed the grass and vegetation adjacent to the south section path, and cleared leaf fall from the path using the blower.	
9.3	<b>Priorities for Next Work Party and Mini Work Parties</b>	
9.3.1	PM proposed that the following tasks should be carried out at the next work party, scheduled for 11/09/21: <ul style="list-style-type: none"> <li>Lynmore Bypass <ul style="list-style-type: none"> <li>Use blower to remove accumulated leaf fall from path surface.</li> <li>Scrape vegetation from path edges where required, then spray with herbicide.</li> <li>Clear ditches and culverts adjacent to path.</li> </ul> </li> <li>Lynmacgregor <ul style="list-style-type: none"> <li>Mow rough-cut grass at north end of Lynmacgregor.</li> </ul> </li> <li>Cuttings between Lynmacgregor and Dulicht Bridge <ul style="list-style-type: none"> <li>Cut back/strim overgrown vegetation along cuttings and fell saplings crowding the path above Dulicht Bridge.</li> <li>Clear ditches along north side of cuttings and create offlets.</li> </ul> </li> </ul> PM will make the necessary arrangements.	PM

9.3.2	Ref 9.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
9.3.3	PB noted that the bridges at the Lynmore Bypass also require reproofing. Ref 9.3.3: PB reported that the repair of the vandalised handrail at the Mannachie Avenue Ramp is beyond the scope of an evening work party. PM proposed that he organise a mini work party to dismantle the current structure and move the materials off site. Then an assessment can be made to determine what new materials are required to reinstate the handrail, and at what cost. Agreed unanimously. PM will arrange a mini work party to dismantle the current handrail and move the material to his site at Templestones.	PM
9.4	<b>Signage</b> Ref 9.4: Action held over. PB will supply NS/MC with the brown tourism signage for Grantown-On-Spey town centre and instructions for its installation. NS and MC will install the signage.	PB/NS/MC
9.5	<b>Tooling and Equipment</b>	
9.5.1	PB reported that the oldest of the four DWA strimmers (Stihl FS85) was suffering from excessive vibration at the most recent vegetation work party. It was returned to MacGregor Industrial Supplies (MIS) for investigation, and they have confirmed a faulty clutch. MIS have offered to replace the clutch for £50; the cost for parts only. PB proposed that the repair go ahead. Agreed unanimously. PB will contact MIS and instruct them to go ahead with the clutch replacement.	PB
9.5.2	Ref 9.5.2: Action held over. In February/March 2022, TT, PB and PM will identify works suitable for a week-long digger trial, arrange a work party and hire-in a digger.	TT/PB/PM
9.6	<b>DW Information Boards Replacement</b> (joint project with FDT)	
9.6.1	Ref 9.6: RR reported from NS's notes that NS and MC met with Jan McPherson, the new Development Manager for the Finderne Development Trust (FDT), on 16/08/21. It appears that the replacement the DW information boards is now viewed as a long-term project. NS/MC will provide more detail at the next DWA BoT meeting.	NS/MC
9.6.2	NT voiced his concern over rumours that Big Sky Printing have ceased trading; they hold all the proofs for printing the current DW information boards. NT proposed that he should attempt to obtain the proofs for future use. Agreed unanimously. NT will attempt to obtain the printing proofs for the current DW information boards.	NT
9.7	<b>Dallas Dhu Access Ramp Improvements</b>	
9.7.1	Ref 9.7.1: Action held over. MC will assume the role of Project Manager for the Dallas Dhu Ramp Improvements Project, finalise the design specification and develop a project plan, research approximate costs, seek an Approval in Principle from Historic Environment Scotland (HES) and Altyre Estate and identify funding sources.	MC
9.7.2	Ref 9.7.2: Action held over. NT will monitor progress of the bid for funding to the <a href="#">Places Called Home</a> scheme, to be used to fund the design and construction of the new ramp. A decision should be announced in September/October of this year.	NT
9.7.3	NT reported that Moray Council are currently offering funding for community projects through their <a href="#">Developer Obligations</a> programme. Following agreement by email from the DWA Trustees, a meeting with Moray Council has been arranged for 13/09/21 to discuss funding for the ramp project.	NS/MC/NT

9.8	<b>Dava Way Upgrade Project Plan</b>			
9.8.1	Ref 9.8.3: TT reiterated that the core of the outline project plan (see item 9.8.3 in previous minutes) is the revision the 2017 'Red' survey and the production of a set of fully documented, consented and costed 'shovel ready' projects that can be quickly adapted to suit the criteria for submission to any appropriate funding schemes that subsequently emerge. This core work needs to be carried out by an appropriately qualified and experienced consultant, so the enquiries under Item 9.8.2 and Item 9.8.4 below need to be actioned before project planning can progress. Action closed.			
9.8.2	Ref 9.8.4: MC will press Murray Swapp for a response to the email enquiry TT sent on 07/07/21, re ballpark costs for carrying out a revision of the 2017 DWUPUP, and consulting on the proposed upgrade projects; project feasibility and a ballpark cost for producing the 'shovel ready' project plans.			MC
9.8.3	Ref 9.8.5: Action held over. MC and MS will update the DWA Strategic Business Plan to include a funding strategy for the DW Upgrade Project Plan.			MC/MS
9.8.4	Ref 9.8.6: Action held over. NS will ask the Finnerne Development Trust (FDT) whether they would be willing to fund the Project Manager and Principal Designer costs [as identified under Item 9.8.2 above].			NS
10	<u>Health and Safety</u>			
10.1	<b>Review of DWA Health and Safety Management System</b>			
10.1.1	Ref 10.1: PB will contact his colleague again at the end of September to ask how he wishes to proceed with the project.			PB
10.1.2	TT will brief PB on the current state of the review and provide copies of the associated project documentation.			PB/TT
10.2	<b>First Aid Kits</b>			
10.2.1	The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.			
10.2.2	Ref 10.2.2: Action held over. MC will check his records to identify those DWA first aid kit items that are due to expire, order replacements then distribute them to PB and PM so they can refresh the contents of the first aid kits they hold.			MC/PB/PM
10.3	<b>Injury Reports and Incidents</b>			
	PB reported that he suffered a cut and bruising of his elbow when he accidentally struck a fence post. He was resuming operation of the rough cutter and was unaware of the proximity of the fence post. Volunteers will be advised to be alert to obstructions within their work area.			
10.4	<b>First Aid Training</b>			
	Ref 10.4: Action held over. NS will arrange Emergency First Aid at Work (EFAW) training for four DWA trustees/volunteers at one of the following providers:			NS
	Provider	Emergency First Aid at Work (1 day)	Outdoor First Aid (2 or 3 days)	
	<a href="#">Outfit Moray</a>	£65 per person	£130 per person	
	<a href="#">ACE Adventures</a>	£50 per person	£165 per person	
	<a href="#">Moray College</a>	£85 per person	£ 220 per person	
	<a href="#">Moray Firth Training Group</a>	£95 per person	£290 per person	



11	<u>Dava Way Publicity</u>	
11.1	<b>Local, Regional and National Publications</b>	
11.1.1	Ref 11.1.1: Action held over. MC will submit an article about the work of the DWA and the contribution made by Bruno Cawley, now that Bruno's memorial plaque has been installed. The article will be expanded to cover the recent deaths of DWA members Bill McRitchie and Hugh Kidd, and the award of £1,000 from the Tesco Community Grants scheme.	MC
11.1.2	Ref 11.1.2: Action held over. MC will contact the local Tesco store to ask if they would like to participate in publicity around the leaf blower, purchased with some of the money received from the Tesco Community Grants scheme.	MC
11.2	<b>DW Facebook Group</b> PM reported that membership of the <a href="#">Friends of the Dava Way</a> Facebook group now stands at 726.	
11.3	<b>DW Website</b>	
11.3.1	Ref 11.3.2: Action held over. MC and NS will discuss options for engaging a part-time joint DWA/FDT webmaster, at their meeting with Jan McPherson of the FDT.	NS/MC
11.3.2	Ref 11.3.3: PB stated that his son has volunteered to manage the DWA website content, provided the content is authored by others. Action closed.	
11.3.3	RR reported from NS's notes that website management training is to be provided by Yellow Cherry Digital for 4 to 6 people. The cost will be £90; two sessions of 1 hour at £45 and hour. NS will organise attendance by DWA volunteers at a date yet to be agreed.	NS
12	<u>Funding Opportunities</u>	
12.1	<b>Tesco Bags of Help</b>	
12.1.1	Ref 12.1.1: Action held over. NS will contact Groundworks and arrange for the £1,000 grant to be paid into the DWA account.	NS
12.1.2	Ref 12.1.2: PM reported that he has compiled a list of items and user replaceable spares for existing equipment, to be purchased with the remaining £415 of the grant, once the grant money is in the account. Action closed.	
12.2	<b>Other Sources of Funding</b> Ref 12.2: Action held over until Covid-19 restrictions lifted. MC will apply for funding from the <a href="#">Scottish Forestry Community Fund</a> when the scheme is up and running again.	MC
13	<u>AOCB</u>	
13.1	<b>Flooring Option for AJ's Bridge</b> RR reported from MC's notes that Doug Hartley has sourced a flooring option for the bridge from Graham Alexander at AJ Engineering. It has essentially a tough plastic with a rough surface. The 1m by 1.2m sample fitted perfectly on the 1m wide bridge. The base could be fixed to the bridge using bolts and spreader plates. Doug is seeking a quote from AJ Engineering for sufficient material (around 10m) to floor the complete length of the bridge. MC will monitor progress.	MC
14	Date of the Next Meeting: 19:00 05/10/21, at The Hub.	

Meeting Closed: 21:10

< File Copy Signed >

Robbie Roberts  
Vice Chairman  
Dava Way Association