

4.17	Ref 9.8.4: (See Item 9.9.3 below)	
4.18	Ref 10.1.1: (See Item 10.1.2 below)	
4.19	Ref 10.1.2: (See Item 10.1.1 below)	
4.20	Ref 10.2.2: (See Item 10.2.2 below)	
4.21	Ref 10.4: (See Item 10.4 below)	
4.22	Ref 11.1.1: (See Item 11.1.1 below)	
4.23	Ref 11.1.2: (See Item 11.1.2 below)	
4.24	Ref 11.3.1: (See Item 11.3.1 below)	
4.25	Ref 11.3.3: (See Item 11.3.2 below)	
4.26	Ref 12.1.1: (See Item 12.1 below)	
4.27	Ref 12.2: (See Item 12.2 below)	
4.28	Ref 13.1: (See Item 9.8 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £7079.07 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	To the Secretary	
6.1.1	<u>Logie Estate - Peathillock Cutting Vegetation Cutback/Mulching</u> MC has received an email from Alec Laing at the Logie Estate office informing the DWA that he will be employing a contractor to carry out hedge cutting/flailing around the estate. He proposed directing the contractor to cut back the gorse/broom overgrowth along the Peathillock Cutting and enquired if the DWA would have any issue with this. MC has responded, confirming that there are no issues from the DWA side and thanking Alec Laing for carrying out the works.	
6.1.2	<u>New VisitForres Website and App</u> MC has received an email from Moray Media CIC promoting the VisitForres website and app. MC will be contacting the site administrator to arrange for promotion of the Dava Way (DW), with links to the DWA website.	MC
6.1.3	<u>Cairngorm to Coast</u> MC has received an email from Outfit Moray announcing that a Cairngorm to Coast (C2C) event is planned for 28/05/22.	
6.1.4	<u>Divie Viaduct Repairs</u> MC has received a request from Hector Laing asking for the DWA to support his funding bid to help cover the £216,000 cost for repairs to the Divie Viaduct. MC will reply to Hector Laing and offer whatever support the DWA can provide.	MC
6.2	Other Correspondence (Nothing to report)	

<p>7 7.1</p>	<p><u>Feedback</u> Footfall Counters TT reported the following readings: Lochenoun – 13/11/15 to 05/10/21 21,282 (21,348 – 66) Dunphail – 21/06/17 to 05/10/21 11,412 (18,485 – 7073) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 27/09/21 159,603 walkers (296,922 – 137,319) 25,019 cyclists (32,542 – 7,523)</p> <p>7.2 Other; email, Facebook, etc. (Nothing to report)</p>									
<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> Sales and Stock</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Companions (NT)</td> <td style="width: 10%; text-align: center;">94</td> <td style="width: 30%;">Badges (MC)</td> <td style="width: 10%; text-align: center;">16</td> </tr> <tr> <td>Companions (NS)</td> <td style="text-align: center;">58</td> <td></td> <td></td> </tr> </table>	Companions (NT)	94	Badges (MC)	16	Companions (NS)	58			
Companions (NT)	94	Badges (MC)	16							
Companions (NS)	58									
<p>9 9.1 9.2 9.2.1 9.2.2 9.3 9.3.1 9.3.2</p>	<p><u>Dava Way Path Works and Projects</u> Unplanned Work Since Last Meeting (Nothing to report)</p> <p>Planned Work Since Last Meeting</p> <p>Ref 9.3.1: PM reported that the following tasks were completed at the work party held on 11/09/21:</p> <ul style="list-style-type: none"> • Cuttings between Lynmacgregor and Dulicht Bridge <ul style="list-style-type: none"> ○ Cut back/strimmed overgrown vegetation along cuttings and felled saplings crowding the path above Dulicht Bridge. ○ Mowed grass verges adjacent to path with the rough cutter. ○ Cleared ditches along north side of cuttings and created offlets where required. <p>Action closed.</p> <p>Ref 9.3.3: PM reported that he and RR removed the damaged handrail section from the Mannachie Avenue Ramp at a mini work party on 30/09/21. The removed materials are now in storage at PM's site, awaiting sorting and assessment to ascertain what additional materials will be required to reinstate the handrail. Action closed.</p> <p>Priorities for Next Work Party and Mini Work Parties</p> <p>TT proposed that the following tasks should be carried out at the next work party, scheduled for 09/10/21:</p> <ul style="list-style-type: none"> • Lynmore Bypass <ul style="list-style-type: none"> ○ Use blower to remove accumulated leaf fall from path surface. ○ Scrape vegetation from path edges where required, ready for spraying with herbicide in the Spring. ○ Clear ditches and culverts adjacent to the path. • Grantown-On-Spey <ul style="list-style-type: none"> ○ Install the new signage (see Item 9.4 below). <p>TT will make the necessary arrangements.</p> <p>Ref 9.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.</p>	<p>TT PM/NS</p>								

9.3.3	<p>PB noted that the bridges at the Lynmore Bypass also require reproofing. MC will contact the original bridge contractor, Scott MacDonald, to obtain his advice on best practice for reproofing the bridges.</p> <p>Ref 9.3.3: PM will arrange a mini work party to sort and assess the materials removed from the Mannachie Ramp handrail, to ascertain what additional materials will be required to reinstate the handrail and at what cost.</p>	MC PM
9.4	<p>Signage</p> <p>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.</p>	PB/NS/MC
9.5	<p>Tooling and Equipment</p>	
9.5.1	<p>Ref 9.5.1: PB reported that the oldest of the four DWA strimmers (Stihl FS85) has been repaired by MacGregor Industrial Supplies (MIS). MIS have replaced the clutch and clutch drum at a cost of £61.50. Action closed.</p>	
9.5.2	<p>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.</p>	TT/PB/PM
9.5.3	<p>TT noted that Altyre Estate will need to be informed about the planned digger trial, and a location for the disposal of spoil will need to be agreed. MC will contact the Altyre Estate Office to inform them about the planned digger trial, comprising drainage and path surface improvement works in the Clashdhu Cutting, and discuss options for the disposal of spoil.</p>	MC
9.5.4	<p>PB noted that it is DWA policy to have the power tools serviced by MIS every two years. However, due to Covid-19 restrictions, usage of the power tools has been significantly reduced. PB proposed that the biennial power tool servicing be postponed until the end of 2022. Agreed unanimously.</p>	
9.5.5	<p>PB noted the recent introduction of E10 petrol and reported his findings re its use in the DWA power tools. PB proposed that for simplicity, and in accordance with the guidance from manufacturers, only E5 petrol should be used in the DWA power tools. Agreed unanimously.</p>	
9.6	<p>DW Information Boards Replacement (joint project with FDT)</p>	
9.6.1	<p>Ref 9.6.1: NS reported that he and MC met with Jan McPherson, the new Development Manager for the Finnerne Development Trust (FDT), on 16/08/21. All FDT-DWA projects are currently on hold while Jan settles in. NS and MC will raise the question of FDT funding for the replacement information boards at a future meeting.</p>	NS/MC
9.6.2	<p>Ref 9.6.2: Action held over. NT will attempt to obtain the printing proofs from Big Sky Printing for the current DW information boards.</p>	NT
9.7	<p>Dallas Dhu Access Ramp Improvements</p>	
9.7.1	<p>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.</p>	MC
9.7.2	<p>Ref 9.7.2: Action held over. NT will monitor progress of the bid for funding to the Places Called Home scheme, to be used to fund the design and construction of the new ramp.</p>	NT
9.7.3	<p>Ref 9.7.3: NS reported that he MC and NT met with Hilda Puskas from Moray Council on 13/09/21 to discuss funding for the ramp project through their Developer Obligations programme. The meeting was positive, and they will now submit a formal application for funding.</p>	NS/MC/NT

9.8	AJ's Bridge Improvements	
9.8.1	Ref 13.1: MC reported that Doug Hartley has received a quote of £1,000 (incl. VAT) from AJ Engineering for sufficient material (around 10 metres) to floor the complete length of the bridge. Action closed.	
9.8.2	TT noted that the above constitutes a significant outlay, especially as the bridge may be replaced under the DW Upgrade Project Plan with one more suited to multi-user access. TT suggested that non-slip decking boards may provide a more cost-effective solution. PM noted that Keith Builders Merchants currently have decking boards 'on sale' and proposed that he should investigate the cost of a solution using that material. Agreed unanimously. PM will obtain a cost for the decking boards and fastenings that would be required to manufacture a cover for the deck of AJ's Bridge.	PM
9.9	Dava Way Upgrade Project Plan	
9.9.1	Ref 9.8.2: Action held over. 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 DWPUP, and consulting on the proposed upgrade projects; project feasibility and a ballpark cost for producing the 'shovel ready' project plans.	MC
9.9.2	Ref 9.8.3: 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
9.9.3	Ref 9.8.4: 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 9.9.1 above].	NS
10	<u>Health and Safety</u>	
10.1	Review of DWA Health and Safety Management System	
10.1.1	Ref 10.1.2: TT reported that he has briefed PB on the current state of the review and provided copies of the associated documentation. Action closed	
10.1.2	Ref 10.1.1: PB reported that he has had preliminary discussions with his colleague but, after the briefing from TT, he is concerned that the DWA may be asking too much of his colleague to do as a favour. PB has asked his colleague to focus on one topic and produce an example risk assessment and method statement for discussion by the DWA Trustees. PB will monitor progress.	PB
10.1.3	MC expressed his opinion that a 'light touch' approach to health and safety may be more appropriate and proposed that he provide an example from a simplified health and safety system that he found online. Agreed unanimously. MC will provide an example simplified health and safety system for use by the DWA.	MC
10.2	First Aid Kits	
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: MC reported that he has checked his records and identified those DWA first aid kit items that are due to expire. He has purchased the replacement items and will distribute a set each to PB and PM so they can refresh the contents of the first aid kits they hold.	MC/PB/PM
10.3	Injury Reports and Incidents (Nothing to report)	
	First Aid Training	
10.4	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)	
	Outfit Moray	£65 per person	£130 per person	
	ACE Adventures	£50 per person	£165 per person	
	Moray College	£85 per person	£ 220 per person	
	Moray Firth Training Group	£95 per person	£290 per person	
11	<u>Dava Way Publicity</u>			
11.1	Local, Regional and National Publications			
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 requested that NS provide him with details of the contribution made by Bruno Cawley.			MC NS
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	DW Facebook Group PM reported that membership of the Friends of the Dava Way Facebook group now stands at 734.			
11.3	DW Website			
11.3.1	Ref 11.3.1: NS reported that the FDT have their own volunteer webmaster. The DWA has NS, MC and NT providing content to volunteer webmaster Craig Barron for upload to the DWA website. Action closed.			
11.3.2	Ref 11.3.3: Action held over. NS will organise attendance by NS, MC, NT, and Craig Barron at the website management training to be provided by Yellow Cherry Digital on a date yet to be agreed. PB will provide contact details to NS for Craig Barron so he can be provided with details of the training arrangements.			NS PB
12	<u>Funding Opportunities</u>			
12.1	Tesco Bags of Help Ref 12.1.1: MC reported that he has contacted Groundworks and discussed the situation with one of their fund managers. They will send a copy of the offer letter and a claim form for MC to compile and return. The grant should then be transferred into the DWA bank account.			MC
12.2	Other Sources of Funding Ref 12.2: Action held over. MC will apply for funding from the Scottish Forestry Community Fund to cover first aid training costs.			MC
13	<u>AOCB</u>			
13.1	Annual Members Meeting PB reported that, due to work pressures, it is unlikely that he will be able to compile the Trustees Annual Report (TAR) in time for the DWA Annual Members Meeting (AMM), originally scheduled for 02/11/21. PB proposed that the AMM be postponed until mid-January 2022. A potential revised date of 13/01/22 was agreed unanimously. PB will rebook the Forres Tennis Club for 13/01/22.			PB

13.2	Ghost Train Walk 2022 PM asked if a Dava Way Ghost Train Walk will be held in 2022. There was unanimous support for holding the event. MC will raise planning for the event as an item at the next meeting.	MC
14	Date of the Next Meeting: 19:00 02/11/21, at The Hub.	

Meeting Closed: 21:15



Neil Sinclair
Chairman
Dava Way Association