



4.20	Ref 10.1.2: (See Item 10.1.1 below)	
4.21	Ref 10.1.3: (See Item 10.1.2 below)	
4.22	Ref 10.2.2: (See Item 10.2.2 below)	
4.23	Ref 10.4: (See Item 10.4 below)	
4.24	Ref 11.1.1: (See Item 11.3.1 and 11.3.2 below)	
4.25	Ref 11.1.2: (See Item 11.3.3 below)	
4.26	Ref 11.3.2: (See Item 11.1.1 and 11.1.2 below)	
4.27	Ref 12.1: (See Item 12.1 below)	
4.28	Ref 12.2: (See Item 12.6 below)	
4.29	Ref 13.1: (See Item 13 below)	
4.30	Ref 13.2: (See Item 14 below)	
5	<b><u>Treasurer's Report</u></b>	
5.1	NS reported from PB's notes that a balance of £12,820.30 is in the DWA account. Unrestricted Funds: £ 6,820.30 Restricted Funds: £ 5,000.00 grant from Places Called Home; for Dallas Dhu Ramp project. £ 1,000.00 grant from Tesco Bags for Life; for purchase of tools/equip.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ 464.00 FDT; for DWA contribution to website development overspend.	
5.4	Anticipated Income: £ 1,000.00 grant from Give Back with Bell's; for purchase of tools/equip.	
5.5	Anticipated Expenditure (from DWA funds): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<b><u>Correspondences</u></b>	
6.1	<b>To the Secretary</b> (Nothing to report)	
6.2	<b>Other Correspondence</b> (Nothing to report)	
7	<b><u>Feedback</u></b>	
7.1	<b>Footfall Counters</b> TT reported the following readings: Lochenoun – 13/11/15 to 02/11/21 21,597 (21,663 – 66) Dunphail – 21/06/17 to 02/11/21 11,504 (18,577 – 7073) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 15/10/21 161,710 walkers (299,029 – 137,319) 25,306 cyclists (32,829 – 7,523)	
7.2	<b>Other</b> ; email, Facebook, etc. (Nothing to report)	

8 8.1	<p><u>Dava Way Merchandise</u> <b>Sales and Stock</b></p> <p>Companions (NT)                      76                      Badges (MC)                      16</p> <p>Companions (NS)                      45</p>	
9 9.1 9.2 9.3 9.3.1 9.3.2 9.3.3	<p><u>Dava Way Path Works and Projects</u> <b>Unplanned Work Since Last Meeting</b> (Nothing to report)</p> <p><b>Planned Work Since Last Meeting</b> Ref 9.3.1 and 9.4: TT reported that the following tasks were completed at the work party held on 09/10/21:</p> <ul style="list-style-type: none"> <li>• Lynmore Bypass <ul style="list-style-type: none"> <li>○ Used blower to remove accumulated leaf fall from the path surface.</li> <li>○ Scraped vegetation from the path edges where required, ready for spraying with herbicide in the Spring.</li> <li>○ Cleared ditches and culverts adjacent to the path.</li> </ul> </li> <li>• Grantown-On-Spey <ul style="list-style-type: none"> <li>○ Installed the new signage in the square (see Item 9.4 below).</li> </ul> </li> </ul> <p>Action closed.</p> <p><b>Priorities for Next Work Party and Mini Work Parties</b> TT proposed that the following tasks should be carried out at the next work party, scheduled for 13/11/21:</p> <ul style="list-style-type: none"> <li>• Dunphail 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, ready for spraying with herbicide in the Spring.</li> <li>○ Clear ditches and culverts adjacent to the path.</li> </ul> </li> <li>• Sluggan Burn Embankment (if time allows) <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, ready for spraying with herbicide in the Spring.</li> <li>○ Clear ditches and culverts adjacent to the path.</li> </ul> </li> <li>• Auchearn Cutting (if time allows) <ul style="list-style-type: none"> <li>○ Use blower to remove accumulated leaf fall from path surface.</li> <li>○ Clear vegetation and strim grass.</li> <li>○ Clear ditches and culverts adjacent to the path.</li> </ul> </li> </ul> <p>TT will make the necessary arrangements.</p> <p>Ref 9.3.2a: Action held over. PM or NS will treat the oak benches with teak oil when possible.</p> <p>Ref 9.3.2b: NS reported from MC's notes that MC has contacted the original bridge contractor, Scott MacDonald, to obtain his advice on best practice for reproofing the bridges on the Lynmore Bypass. Scott did not think the bridges should require reproofing by now, but recommended the commercial preservatives manufactured by <a href="#">Barratines</a>. Action closed. NS noted that he has a small quantity wood preservative available to him and proposed that, as only a small area of planking on one bridge is affected, he should treat this to prevent further deterioration. Agreed unanimously. NS will treat the small area of rot on the planking of the smaller bridge on the Lynmore Bypass.</p>	<p>TT</p> <p>PM/NS</p> <p>NS</p>

9.3.4	Ref 4.2: Action held over. NS will inspect the damage to the nose of the Dragoon sculpture and see what can be done to repair it.	NS
9.4	<b>Signage</b> Ref 9.4: PB reported that the brown tourism signage for Granttown-On-Spey town centre was installed at the work party held 09/10/21. Action closed.	
9.5	<b>Tooling and Equipment</b>	
9.5.1	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
9.5.2	Ref 9.5.3: NS reported from MC's notes that MC has emailed the Altyre Estate Office to inform them about the planned digger trial, comprising drainage and path surface improvement works in the Clashdhu Cutting. Action closed. Fiona Macleod is currently handing over the Factor job at Altyre Estate to Hamish Hope, so MC will phone Hamish in due course to discuss options for the disposal of spoil.	MC
9.6	<b>DW Information Boards Replacement Project</b> (joint project with FDT)	
9.6.1	Ref 9.6.1: Action held over. NS and MC will raise the question of Funderne Development Trust (FDT) funding for the replacement information boards at a future meeting. NS noted that FDT are holding their AGM on 09/11/21. He and MC will ask for a meeting with the DWA-FDT link person shortly after.	NS/MC
9.6.2	Ref 9.6.2: NT reported that it is not possible to obtain the printing proofs from Big Sky Printing for the current DW information boards. He noted that the board content would be completely revised anyway and showed an example mock-up that he had created, with text for both DWA and FDT surrounding a central map by Helen Stirling. Action closed.	
9.7	<b>Dallas Dhu Access Ramp Improvement Project</b>	
9.7.1	Ref 9.7.1: NS reported from MC's notes that Murray Swapp has kindly provided an estimate of £2,630.56 incl. VAT as the cost for taking the access ramp improvements through the detailed design and planning approval stages. This is well within the £5,000 funding received from Places Called Home (see Item 12.3 below) so MC will confirm support for the project from Historic Environment Scotland (HES) and Altyre Estate, then seek to engage a professional designer to carry out the detailed design (specification, drawings, bill of quantities) and planning approval work.	MC
9.7.2	NS reported that the full cost of the ramp improvement project is estimated to be in the region of £35,000. Of this, £5,000 of funding has been received from Places Called Home. Bids for a further £4,000 and £5,000 have been submitted to Money for Moray (see Item 12.4 below) and Moray Council Developer Contributions (see Item 12.5 below) respectively. NT suggested that a bid could also be submitted to the Berry Burn Community Fund once a detailed estimate of the project cost is known.	
9.8	<b>Mannachie Avenue Access Ramp Handrail Project</b>	
9.8.1	Ref 9.3.3: Action held over. PM will arrange a mini work party to sort and assess the materials removed from the Mannachie Ramp handrail, to ascertain what additional materials would be required to reinstate the handrail and at what cost.	PM
9.8.2	TT noted the general unkempt state of the area adjacent to the Mannachie Ramp. He suggested that a major revamp of the site could be funded and progressed in tandem with the Dallas Dhu Access Ramp Project. It is likely that a bid will need to be made to one of the National Lottery funds to cover	

	<p>the funding shortfall for the Dallas Dhu project (see Item 9.7.2 above), so why not increase that bid to cover works at Mannachie Avenue too. This would potentially enable a contractor to be employed to widen the path to enable vehicles with materials/equipment to access the DW, scrape and resurface the path surface, replace the ramp handrail, and repair the steps. RR stated that he supports a tidy up of the site, but still does not see a need to reinstall a handrail. Anecdotal evidence from path users suggests that they do not see a need for a handrail either, as when the ramp surface is icy with compacted snow they use the steps instead.</p> <p>TT suggested that the Trustees consider the following options for a vote at the next meeting, where all Trustees will hopefully be present:</p> <ul style="list-style-type: none"> <li>• Option 1. Leave the ramp without a handrail, repair the steps and tidy the site.</li> <li>• Option 2. DWA reinstate the handrail (see 9.8.1 above), repair the steps and tidy the site.</li> <li>• Option 3, Employ a contractor to widen the path to enable access by vehicles with materials/equipment (if required), scrape and resurface the path surface, replace the ramp handrail and repair the steps. DWA to tidy the site.</li> </ul> <p>All to consider the above options ready for a vote at the next meeting.</p>	All
<p>9.9</p> <p>9.9.1</p> <p>9.9.2</p> <p>9.9.3</p> <p>9.9.4</p>	<p><b>AJ's Bridge Improvement Project</b></p> <p>Ref 9.8.2: NS reported from PM's notes that he estimates a total cost of £605 to purchase the decking boards and fastenings that would be required to manufacture a cover for the deck of AJ's Bridge. Action closed.</p> <p>NS reported from MC's notes that he obtained details from Sustrans about companies that supply glass reinforced plastic anti-slip flooring panels. TT reported that he had done a quick calculation and qty 3 pre-cut, medium grit, heavy duty non-slip GRP flooring panels of length 3500mm, width 1000mm and thickness 6mm from <a href="http://NonSlipShop.co.uk">NonSlipShop.co.uk</a> would cost £988.19 (incl. VAT and delivery). This is not much different from the quote of £1,000 (incl. VAT) from AJ Engineering received previously by Doug Hartley.</p> <p>TT repeated his comment from the previous meeting, that the bridge may be replaced as part of the DW Upgrade Project Plan. It may be prudent to do nothing to the current bridge, and instead obtain a detailed design and planning approval for a multi-user replacement that could hopefully be funded through a future funding round of <a href="#">Improving Public Access</a>.</p> <p>TT suggested that the Trustees consider the following options for a vote at the next meeting, where all Trustees will hopefully be present:</p> <ul style="list-style-type: none"> <li>• Option 1. Purchase and fit plastic non-slip panels supplied by AJ Engineering at a cost of £1,000 plus fastenings.</li> <li>• Option 2. Purchase and fit GRP non-slip panels supplied by NonSlipShop.co.uk at a cost of £988.19 plus fastenings.</li> <li>• Option 3. Purchase and fit non-slip decking boards supplied by Keith Builders Merchants at a cost of £606 including fastenings.</li> <li>• Option 4. Do nothing to the current bridge and obtain a detailed design and planning approval for a replacement multi-user bridge.</li> </ul> <p>All to consider the above options ready for a vote at the next meeting.</p>	All
<p>9.10</p> <p>9.10.1</p>	<p><b>Dava Way Upgrade Project Plan</b></p> <p>Ref 9.9.1: NS reported from MC's notes that he pressed 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 Dava Way Path Upgrade Plan (DWPUP) to bring the route from walking/cycling to multi-user standard, and</p>	

<p>9.10.2</p> <p>9.10.3</p>	<p>consulting on several proposed upgrade projects; project feasibility and a ballpark cost for producing the 'shovel ready' project plans. Action closed. TT noted that, in his response to MC, Murray has not actually answered the above questions. Murray has instead provided an updated costs summary sheet for the Bill of Quantities relating to the 2017 DWPUP. TT stated that, for now, he will continue to do what he can to develop a DW Upgrade Project Plan, based on the existing 2017 DWPUP.</p> <p>Ref 9.9.2: Action held over. MC and MS will update the DWA Strategic Business Plan to include a funding strategy for the DW Upgrade Project Plan.</p> <p>Ref 9.9.3: NS noted that he will be unable ask the FDT whether they would be willing to fund the Project Manager and Principal Designer, as the associated costs are currently unknown. Action closed.</p>	<p>TT</p> <p>MC/MS</p>															
<p>10</p> <p>10.1</p> <p>10.1.1</p> <p>10.1.2</p> <p>10.2</p> <p>10.2.1</p> <p>10.2.2</p> <p>10.3</p> <p>10.4</p>	<p><u>Health and Safety</u></p> <p><b>Review of DWA Health and Safety Management System</b></p> <p>Ref 10.1.2: Action held over. PB will monitor his colleague's progress producing an example risk assessment and method statement for discussion by the DWA Trustees.</p> <p>Ref 10.1.3: Action held over. MC will provide an example of a simplified health and safety system for discussion by the DWA Trustees.</p> <p><b>First Aid Kits</b></p> <p>The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.</p> <p>Ref 10.2.2: NS reported from MC's notes that the contents of the DW first aid kits have been refreshed. Action closed.</p> <p><b>Injury Reports and Incidents</b> (Nothing to report)</p> <p><b>First Aid Training</b></p> <p>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:</p>	<p>PB</p> <p>MC</p> <p>NS</p>															
	<table border="1"> <thead> <tr> <th data-bbox="212 1283 563 1379">Provider</th> <th data-bbox="571 1283 922 1379">Emergency First Aid at Work (1 day)</th> <th data-bbox="930 1283 1305 1379">Outdoor First Aid (2 or 3 days)</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 1384 563 1440"><a href="#">Outfit Moray</a></td> <td data-bbox="571 1384 922 1440">£65 per person</td> <td data-bbox="930 1384 1305 1440">£130 per person</td> </tr> <tr> <td data-bbox="212 1444 563 1500"><a href="#">ACE Adventures</a></td> <td data-bbox="571 1444 922 1500">£50 per person</td> <td data-bbox="930 1444 1305 1500">£165 per person</td> </tr> <tr> <td data-bbox="212 1505 563 1561"><a href="#">Moray College</a></td> <td data-bbox="571 1505 922 1561">£85 per person</td> <td data-bbox="930 1505 1305 1561">£ 220 per person</td> </tr> <tr> <td data-bbox="212 1565 563 1653"><a href="#">Moray Firth Training Group</a></td> <td data-bbox="571 1565 922 1653">£95 per person</td> <td data-bbox="930 1565 1305 1653">£290 per person</td> </tr> </tbody> </table>	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	
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<p>11</p> <p>11.1</p> <p>11.1.1</p> <p>11.1.2</p> <p>11.2</p>	<p><u>Dava Way Publicity</u></p> <p><b>DWA Website</b></p> <p>Ref 11.3.2a: 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 11/11/21.</p> <p>Ref 11.3.2b: NS reported that PB has provided him with the contact details for Craig Barron, so Craig can be provided with details of the training arrangements. Action closed.</p> <p><b>DWA Facebook Group</b> (Nothing to report)</p>	<p>NS</p>															

11.3	<b>Local, Regional and National Publications</b>	
11.3.1	Ref 11.1.1b: Action held over. NS will provide MC with details of the contribution made by Bruno Cawley.	NS
11.3.2	Ref 11.1.1a: 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
11.3.3	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 (formerly Tesco Bags of Help) funding scheme.	MC
11.4	<b>External Websites and Social Media.</b> Ref 6.1.2: NS reported from MC's notes that MC has contacted the administrator of the <a href="#">VisitForres</a> website and app to arrange for promotion of the Dava Way (DW), with links to the DWA website. He is awaiting their response.	MC
12	<u>Funding Opportunities</u>	
12.1	<b>Tesco Bags of Help</b> Ref 12.1: NS reported from MC's notes that he contacted Groundworks and the £1,000 grant from <a href="#">Tesco Bags of Help</a> has now been transferred into the DWA bank account. Action closed.	
12.2	<b>Give Back with Bell's</b> NS reported from MC's notes that Groundworks have also confirmed an offer of a £1,000 grant from the Give Back with Bell's funding scheme. MC is working with Groundworks to secure this funding.	MC
12.3	<b>Places Called Home</b> Ref 9.7.2: NT reported that £5,000 of grant funding has been received from the <a href="#">Places Called Home</a> scheme, to be used towards the design and construction of the new ramp at Dallas Dhu. Action closed	
12.4	<b>Money for Moray</b> NT reported that he has submitted a bid for grant funding to the <a href="#">Money for Moray</a> scheme, to go towards the design and construction of the new ramp at Dallas Dhu. A maximum of £4,000 per application is available. NT will monitor the progress of the bid.	NT
12.5	<b>Moray Council Developer Obligations</b> Ref 9.7.3: NS reported that he has submitted a bid for grant funding to the Moray Council <a href="#">Developer Obligations</a> programme, to go towards the design and construction of the new ramp at Dallas Dhu. A maximum of £5,000 per application is available. NS will monitor the progress of the bid.	NS
12.6	<b>Scottish Forestry Community Fund</b> Ref 12.2: NS reported from MC's notes that he has submitted a bid for grant funding to the <a href="#">Scottish Forestry Community Fund</a> , to cover DWA volunteer first aid training costs. MC will monitor the progress of the bid.	MC
12.7	<b>Other Sources of Funding</b> (Nothing to report)	
13	<u>DWA Annual Members' Meeting</u> Ref 13.1: NS reported from PB's notes that he has rebooked the Forres Tennis Club for 13/01/22. Action closed.	

14	<u>DW Ghost Train Walk 2022</u>	
14.1	Ref 13.2: NS reported from MC's notes that he raised planning for the event as an agenda item at this meeting. Action closed.	
14.2	NS reported from MC's notes that he has asked if the DWA should have another organisation, such as OutfitMoray run the event and share in the profits. Those present discussed this option and decided unanimously that the event should continue to be managed by the DWA Trustees, with assistance provided by other organisations.	
14.3	NS reported from MC's notes that, if the management of the event is to be carried out by the DWA, he proposes that the 'minimum charitable donation' expected from participants should be raised. Those present agreed unanimously. An appropriate amount is to be set at the next meeting, where all Trustees will hopefully be present.	All
14.4	MC will revise the Project Planning spreadsheet in readiness for the 2022 event, then delegate tasks as appropriate.	MC
15	<u>AOCB</u>	
15.1	<b>DWA Annual Dinner</b>	
15.1.1	NS reported that, following an earlier round robin discussion with the DWA Trustees by email, he has booked the Mosset Tavern on the evening of 15/01/22 as the venue for the DWA Annual Dinner.	
15.1.2	NS will finalise arrangements, then ask MC to invite the DWA volunteers and obtain their menu choices.	NS/MC
15.2	<b>FACT Volunteer Participation Agreement</b> NS reported that he met with April Charlesworth, Forres Area Community Trust (FACT) Coordinator, to discuss increasing DWA volunteer numbers. She invited the DWA to sign up for the <a href="#">FACT Volunteer Participation Scheme</a> . Any suitable volunteers to that scheme would then be signposted to the DWA by FACT. NS proposed that the DWA should accept the invitation. Agreed unanimously. NS will sign up the DWA to the FACT Volunteer Participation Scheme.	NS
15.3	<b>Chris Piper Memorial Avenue of Trees</b> NS reported that the FDT have planted an avenue of 10 wild cherry trees along the embankment north of the Divie Viaduct in memory of Chris Piper, Chair of the FDT until his recent passing. The FDT may wish to install a memorial plaque or bench at the site at some point in the future.	
16	Date of the Next Meeting: 19:00 09/12/21, at The Hub.	

Meeting Closed: 21:00



Neil Sinclair  
Chairman  
Dava Way Association