

4.17	Ref 11.8.4:	(See Item 9.8.1 below)	
4.18	Ref 11.9:	(See Item 9.9.1 below)	
4.19	Ref 11.10.2a:	(See Item 9.10.1 below)	
4.20	Ref 11.10.2b:	(See Item 9.10.2 below)	
4.21	Ref 11.10.2c:	(See Item 9.10.3 below)	
4.22	Ref 11.10.2d:	(See Item 9.10.4 below)	
4.23	Ref 11.10.3:	(See Item 9.10.5 below)	
4.24	Ref 12.1.1:	(See Item 10.1.1 below)	
4.25	Ref 12.1.2:	(See Item 10.1.2 below)	
4.26	Ref 12.4.2:	(See Item 10.4 below)	
4.27	Ref 13.1.1:	(See Item 11.1.1 below)	
4.28	Ref 13.1.2:	(See Item 11.1.2 below)	
4.29	Ref 13.3.3:	(See Item 11.3.3 below)	
4.30	Ref 13.4:	(See Item 11.4 below)	
4.31	Ref 14.1.1:	(See Item 12.1.1 below)	
4.32	Ref 14.1.2:	(See Item 12.1.2 below)	
4.33	Ref 14.2.2:	(See Item 12.2 below)	
4.34	Ref 14.3:	(See Item 12.3 below)	
4.35	Ref 14.4:	(See Item 12.4.1 below)	
4.36	Ref 14.5:	(See Item 12.5 below)	
4.37	Ref 16.1:	(See Item 13.1 below)	
4.38	Ref 16.2:	(See Item 13.2 below)	
4.39	Ref 16.3:	(See Item 13.3 below)	
4.40	Ref 16.4:	(See Item 13.4 below)	
4.41	Ref 16.5:	(See Item 13.5 below)	
4.42	Ref 16.6:	(See Item 13.7 below)	
4.43	Ref 17.1:	Action held over. NS reported that he has discussed the memorial bench and avenue of trees options with Colin, Hugh Kidd's son. Colin will speak with the rest of the family and let NS know what they decide.	NS
4.44	Ref 17.2.1:	NS showed the tree planting instruction leaflet he received from the Woodland Trust. He noted that the process looked straight forward enough, and he already had some locations in mind, so he will not be contacting Joe Mitchell to seek his advice on appropriate locations for planting the 345 trees and shrubs from the Woodland Trust. Action closed.	
4.45	Ref 17.2.2:	MC reported that he wrote to the Altyre, Logie and Seafield estates to inform them of the plan to plant trees at various locations along the DW and seek their permission to do so. Each of the estates have granted their permission for tree planting wherever the DWA deem is most appropriate. Action closed.	
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £19,177.45 is in the DWA account. Unrestricted Funds: £ 13,177.45 Restricted Funds: £ 5,000.00 Places Called Home grant; for Dallas Dhu Ramp project. £ 1,000.00 Give Back with Bell's grant; for AJ's Bridge improvement.		
5.2	Significant Income: £ Nil		

5.3	Significant Expenditure: £ 108.00 Yellow Cherry Digital; WordPress training. £ 1040.00 John Gammie; replacement fence at Mannachie Ramp.	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ 1,000.00 (estimate) AJ's Bridge decking improvement.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	<u>Drone Photos</u> MC reported that he has been contacted by a John Whitehead from Nairn, offering photographs of the DW taken from a drone. John is happy for his photos to be displayed on the DWA website provided he is acknowledged as the source. MC will liaise with John Whitehead, view the photos on offer and assess their suitability for display on the DWA website.	MC
6.1.2	<u>Downed Trees and Damaged Fingerpost</u> MC reported that he received an email from DWA volunteer Andrew Melton reporting downed trees and a damaged fingerpost in the area of Cottartown (Lynmore Bypass). PB offered to contact Andrew and ascertain what corrective works are required.	PB
6.1.3	<u>Moray Walking and Outdoor Festival 2022</u> MC reported that he received an email from Diane Smith, Moray Walking and Outdoors Festival (MWOFF) organiser, requesting confirmation that the DWA Ghost Train Walk 2022 is going ahead and submission of a MWOFF event application form. MC will complete the MWOFF event application form and submit it to Diane Smith.	MC
6.1.4	<u>Offer of Assistance with Tree Planting</u> MC reported that he received an email from Mick Drury, of Trees for Life , offering his advice and assistance with the planting of the trees from the Woodland Trust. NS stated that, for the reasons given at Item 4.44 above, additional advice and assistance was not needed.	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u>	
7.1	Footfall Counters MC reported the following readings: Lochenoun (not read) Dunphail (not read) Lynmore (not read) Dallas Dhu – 15/03/15 to 27/02/22 169,006 walkers (306,325 – 137,319) 26,026 cyclists (33,549 – 7,523)	
7.2	Other ; email, Facebook, etc. (Nothing to report)	

<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> Sales and Stock</p> <p>Companions (NT) 37 Badges (MC) 16</p> <p>Companions (NS) 42</p>	
<p>8.2</p>	<p>Ref 10.2: Action held over. NT will monitor sales of the Moray Way Guide and DW Companion, then advise in Autumn '22 whether another print run of the DW Companion is needed.</p>	<p>NT</p>
<p>9 9.1</p>	<p><u>Dava Way Path Works and Projects</u> Unplanned Work Since Last Meeting MC reported that Greg McAulay cleared some windblown trees from the Huntly's Cave Cutting.</p>	
<p>9.2</p>	<p>Planned Work Since Last Meeting Ref 11.3.1: NS reported that the following tasks were completed at the work party run on 12/02/22:</p> <ul style="list-style-type: none"> • Dallas Dhu Embankment <ul style="list-style-type: none"> ○ Clear and chip encroaching gorse and broom from the path section between the flood defence bund and access track from Mannachie Farm. ○ Use blower to remove debris from the path surface. <p>Action closed.</p>	
<p>9.3 9.3.1</p>	<p>Priorities for Next Work Party and Mini Work Parties NS proposed that the following tasks should be carried out at the next work party, scheduled for 12/03/22:</p> <ul style="list-style-type: none"> • Dunphail BBC Breathing Place <ul style="list-style-type: none"> ○ Clear identified planting locations using strimmer ○ Plant trees and bushes. • Bantrach Cutting <ul style="list-style-type: none"> ○ Carry out drainage clearance works. <p>NS will make the necessary arrangements.</p>	<p>NS</p>
<p>9.3.2</p>	<p>Ref 11.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.</p>	<p>PM/NS</p>
<p>9.3.3</p>	<p>Ref 11.3.3: Action held over. NS will treat the small area of rot on the planking of the smaller bridge on the Lynmore Bypass.</p>	<p>NS</p>
<p>9.3.4</p>	<p>Ref 11.3.4: Action held over. NS will inspect the damage to the nose of the Dragoon sculpture and see what can be done to repair it.</p>	<p>NS</p>
<p>9.4 9.4.1</p>	<p>Signage Ref 11.4.1: NS reported that he has refurbished and reinstalled the waymarker post on the pathway between Mannachie Rise and Loch View and refurbished three more waymarker posts in-situ. NS will refurbish two more waymarker posts, then arrange a mini work party to reinstall them using Postcrete at:</p> <ul style="list-style-type: none"> • The corner of Burdsyard Road and Sanquhar Road. • The corner of the grass area adjacent to the roundabout at the bottom of Tolbooth Street. 	<p>NS</p>
<p>9.4.2</p>	<p>Ref 11.4.2: PB will obtain the Woodside fingerpost and two galvanised steel bases from PM. NS will repair the base of the Woodside fingerpost and the one recovered from adjacent to the A940 at Dava, then arrange a mini work party to reinstall them.</p>	<p>PB/NS</p>

9.5	Tooling and Equipment	
9.5.1	Ref 11.5.1: Action held over. TT proposed postponing the week-long digger trial until the Autumn as he, PB and PM are currently fully occupied with home-based projects, and grass cutting/vegetation cutback in preparation for the season and the Ghost Train Walk will soon become the priority for DWA works. Agreed unanimously. In Autumn 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 11.5.2: Action held over. MC will contact Hamish Hope at Altyre Estate to discuss options for the disposal of spoil from the drainage and path surface improvement works in the Clashdhu Cutting.	MC
9.5.3	PB reported that the leaf blower had been running roughly at recent work parties. It was returned to MacGregor Industrial Supplies for investigation. They replaced the fuel filter and adjusted the carburettor mixture. The blower is now running smoothly. These repairs cost £70.78.	
9.6	DW Information Boards Replacement Project (joint project with FDT) Ref 11.6: Action held over. NS will submit a detailed proposal for information board replacement, with estimated costs, to Funderne Development Trust (FDT).	NS
9.7	Dallas Dhu Access Ramp Improvement Project Ref 11.7: Action held over. MC will confirm support for the ramp 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 using the funding from Places Called Home. MC reported that he has tried to contact Murray Swapp of the Outdoor Trust for Scotland, but Murray has not responded. MC has now contacted an alternative path design contractor and awaits their response.	MC
9.8	Mannachie Avenue Access Ramp Handrail Project	
9.8.1	Ref 11.8.4: NS reported that PB provided him with a specification for the handrail. He requested quotes from local contractors and the quote of £1,040 from John Gammie was a welcome surprise. Agreement to go ahead with the works was obtained from the DWA Trustees via email and John Gammie has now completed the required works. Action closed.	
9.8.2	RR volunteered to paint the new handrail, and the existing handrail adjacent to the steps.	RR
9.9	AJ's Bridge Improvement Project	
9.9.1	Ref 11.9: NS reported that he has contacted AJ Engineering and ordered the appropriate number of plastic non-slip panels. Action closed.	
9.9.2	On receipt of the panels, NS will research what fastenings are required to secure the panels to the bridge deck, purchase the fastenings and arrange a mini work party to install the panels.	NS
9.10	Dava Way Upgrade Project Plan	
9.10.1	Ref 11.10.2a: Action held over. TT will complete a redraft of the DWA Strategic Business Plan into the Business Plan format preferred by the National Lottery.	TT
9.10.2	Ref 11.10.2b: Action held over. TT will work with CNPA to gather evidence from path users for the 'market appraisal' section of the Business Plan. TT reported that he has contacted CNPA and is awaiting their response as to what assistance they can provide.	TT

9.10.3	Ref 11.10.3: 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
9.10.4	Ref 11.10.2c: Action held over. MC will contact the Dava community and arrange a 'walkabout' to explore alternative routes for the Dava Bypass, which can then be discussed with the landowners and Local Authority Access Officers. MC reported that he has contacted Dave McCloud at Dava and will arrange a suitable date for the walkabout via him.	MC
9.10.5	Ref 11.10.2d: Action held over. MC will obtain an estimate from the Designer engaged to design the Dallas Dhu Ramp improvements, for the probable costs involved in taking the Dava Bypass Project and South Project to 'shovel ready' state.	MC
10	<u>Health and Safety</u>	
10.1	Review of DWA Health and Safety Management System	
10.1.1	Ref 12.1.1: Action held over. MC will present the simplified DWA Health and Safety Policy document to NS for him to sign off.	MC/NS
10.1.2	Ref 12.1.2: Action held over. MC will organise a series of ad hoc meetings to identify the core tasks carried out by the DWA, the risks involved and their appropriate control methods. These are to be added to the DWA Health and Safety Policy document. It was agreed that the first of these meetings will be held 19:00 on 19/04/22 at The Hub. All available trustees will attend.	MC
10.2	First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	All
10.3	Injury Reports and Incidents (Nothing to report)	
10.4	First Aid Training Ref 12.4.2: Action held over. NS reported that he has met with Dave Brown of the Morayvia Aviation Museum (MAM) and Roy Hanes, the potential first aid training provider, to discuss the joint first aid training venture. NS will investigate the practicalities of this arrangement further and make a comparison with courses provided by commercial companies locally, e.g. Ace Adventures .	NS
11	<u>Dava Way Publicity</u>	
11.1	DWA Website	
11.1.1	Ref 13.1.1: MC reported that a second session of website management training has been provided by Yellow Cherry Digital (YCD). The attendees are now more confident with managing the DWA website. Action closed.	
11.1.2	Ref 13.1.2: MC reported that he raised the problems with the DWA website with YCD during the training. Website page load times have since reduced and the other problems will be dealt with in due course. MC will monitor progress.	MC
11.2	DWA Facebook Group (Nothing to report)	
11.3	Local, Regional and National Publications Ref 13.3.3: 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	External Websites and Social Media. Ref 13.4: MC reported that he has received no response from the administrator of the VisitForres website and app. Action closed.	
12	Funding Opportunities	
12.1	Tesco Bags of Help	
12.1.1	Ref 14.1.1: Action held over. MC will ensure that the DWA comply with the Terms and Conditions of the Tesco Bags of Help scheme and submit the Project Completion Report once the grant has been spent, as requested by Groundworks in their award letter.	MC
12.1.2	Ref 14.1.2: Action held over: MC reported that he has contacted Groundworks to confirm whether it is alright to claim the leaf blower purchase against the Tesco Bags of Help grant, as the purchase was made after the award notification but before the monies were received. He is awaiting their response.	MC
12.2	Give Back with Bell's Ref 14.2.2: Action held over. MC will ensure that the DWA comply with the Terms and Conditions of the Give Back with Bell's scheme and submit the Project Completion Report once the grant has been spent, as requested by Groundworks in their award letter.	MC
12.3	Places Called Home Ref 14.3: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the Places Called Home scheme, as requested in the award email.	NT
12.4	Money for Moray	
12.4.1	Ref 14.4. Action held over. NT will monitor the progress of the DWA bid to the Money for Moray scheme, for improvements to the Dallas Dhu Ramp.	NT
12.4.2	NT reported that the marketplace event to showcase the project will take place 23/04/22 at Lhanbryde Community Hall. NT will showcase the Dallas Dhu Ramp project at this event.	NT
12.4.3	NT requested that MC provide him with a project synopsis and photographs by 10/03/22.	MC
12.5	Moray Council Developer Obligations Ref 14.5: NS reported that the bid to the Moray Council Developer Obligations programme, to be used for improvements to the Dallas Dhu Ramp, was unsuccessful. Action closed.	
12.6	Other Sources of Funding TT suggested that the DWA Trustees look again at funding via a QR code link to the donation page of the DWA website, and text giving. Agreed unanimously. TT will circulate details of these schemes to the trustees.	TT
13	DW Ghost Train Walk 2022	
13.1	Ref 16.1: Action held over. MC will check if any changes are required to documentation, the DWA website, social media, etc to accommodate the change of DW Ghost Train Walk (GTW) event date from 18/06/22-19/06/22 to 25/06/22-26/06/22.	MC
13.2	Ref 16.2: Action held over. MC will ensure that a 'minimum charitable donation' amount of £30 is shown on the GTW application form and in any related publicity.	MC
13.3	Ref 16.3: PB reported that he has made a provisional booking for the coaches with Kineil. Action closed.	
13.4	Ref 16.4: MC reported that he has contacted COTAG and the 1st Forres Scouts to inform them of the change of date. Action closed.	

13.5	Ref 16.5: MC reported that the online booking system on the DWA website is still not working. MC proposed that the paper-based booking system used for previous GTW events should be updated and reintroduced. Agreed unanimously. MC will update the booking form, and any associated documentation, from the previous GTW event then make them available for download via the DWA Website and Facebook group. PB noted that payments would need to be made by BACS transfer or cheque, with completed forms and cheques sent to the DWA Treasurer email account at treasurer@dawayay.org.uk .	MC
13.6	PB reported that he has contacted Gap and booked the Portaloos for the GTW event.	
13.7	Ref 16.6: Action held over. MC will revise the Project Planning spreadsheet in readiness for the 2022 event, then delegate tasks as appropriate.	MC
14	<u>AOCB</u> (Nothing to report)	
15	Date of the Next Meeting: 19:00 12/04/22, at The Hub.	

Meeting Closed: 21:35



Neil Sinclair
Chairman
Dava Way Association