

4.13	Ref 11.5.2:	(See Item 9.5 below)	
4.14	Ref 11.6.1:	(See Item 9.6.1 below)	
4.15	Ref 11.6.2:	(See Item 9.6.2 below)	
4.16	Ref 11.7.1:	(See Item 9.7.2 below)	
4.17	Ref 11.7.2:	(See Item 9.7.3 below)	
4.18	Ref 11.8.1:	(See Item 9.8.1 below)	
4.19	Ref 11.8.2:	(See Item 9.8.2 below)	
4.20	Ref 11.8.3:	(See Item 9.8.3 below)	
4.21	Ref 11.8.4:	(See Item 9.8.4 below)	
4.22	Ref 12.1	(See Item 10.1 below)	
4.23	Ref 12.2.2:	(See Item 10.2.2 below)	
4.24	Ref 13.1.1:	(See Item 11.1.1 below)	
4.25	Ref 13.1.4:	(See Item 11.1.2 below)	
4.26	Ref 13.1.5:	(See Item 11.1.3 below)	
4.27	Ref 13.1.6:	(See Item 11.1.4 below)	
4.28	Ref 13.1.7:	(See Item 11.1.5 below)	
4.29	Ref 13.1.8:	(See Item 11.1.6 below)	
4.30	Ref 13.1.9:	(See Item 11.1.7 below)	
4.31	Ref 13.1.10:	(See Item 11.1.8 below)	
4.32	Ref 13.1.11:	(See Item 11.1.12 below)	
4.33	Ref 13.1.13:	(See Item 11.1.13 below)	
4.34	Ref 13.1.14:	(See Item 11.1.14 below)	
4.35	Ref 13.2.1:	(See Item 11.2.1 below)	
4.36	Ref 13.3.2:	(See Item 11.3 below)	
4.37	Ref 14.3:	(See Item 12.1 below)	
4.38	Ref 14.4:	(See Item 12.2 below)	
4.39	Ref 14.5.2	(See Item 12.3.1 below)	
4.40	Ref 15.1:	(See Item 13.1 below)	
4.41	Ref 15.2:	(See Item 13.2 below)	
4.42	Ref 15.3:	(See Item 13.3 below)	
4.43	Ref 17:	(See Item 14.1 below)	
4.44	Ref 18:	(See Item 15 below)	
4.45	Ref 19.1:	Action held over. NS will make arrangements for a ceremony to plant a tree with plaque alongside the DW in memory of DWA volunteer Hugh Kidd. The event will take place in Spring 2023 with Hugh's family in attendance.	NS
4.46	Ref 19.2	PM reported that he has read the small print for Owned Plant Insurance and is content that there is adequate insurance cover for his mini digger when in transit to/from and when in use at the site of a DWA work party. Action closed.	
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £15,605.99 is in the DWA account. Unrestricted Funds: £ 10,769.99 Restricted Funds: £ 836.00 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.		
5.2	Significant Income: £ 100.00 from individual donation. £ 124.28 from FCWT; for their share of Billy Goat repair costs.		
5.3	Significant Expenditure: £ 120.00 to FACT; use of The Hub.		

9.3	Priorities for Next Work Party and Mini Work Parties	
9.3.1	<p>PM proposed that the following tasks should be carried out at the next work party, scheduled for 14/01/23:</p> <ul style="list-style-type: none"> • Cairn Eney Cutting <ul style="list-style-type: none"> ○ Clear drainage ditches. • Sluggan Burn through Auchearn Cutting. <ul style="list-style-type: none"> ○ Clear drainage ditches and concrete channels. • Dunphail Bypass. <ul style="list-style-type: none"> ○ Install counter removed from Lynmore Bypass. <p>Agreed unanimously. PM will make the necessary arrangements. MC will notify the Dunphail and Glenernie Estate Manager and the Logie Estate Manager of the works to be carried out.</p>	<p>PM</p> <p>MC</p>
9.3.2	Ref 11.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
9.3.3	Ref 11.3.3: 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
9.3.4	Ref 11.3.4: Action held over. NS will reattach the ear to 'Jess the dog' at Bogeney and repaint the sculpture.	NS
9.3.5	Ref 11.3.5: Action held over. PM and MC will organise a mini work party to install the former Lynmore Bypass counter at Dunphail.	PM/MC
9.4	Signage	
9.4.1	Ref 11.4.1: Action held over. PB reported that he has received guidance from a Moray Council representative regarding the locations and type of signage to be used for waymarker signs to be fixed to lamp posts and street signs, to replace the wooden waymarker posts between the Tolbooth and Mannachie Avenue. PB will tabulate the details and obtain a cost for the project.	PB
9.4.2	MC reported that one finger on the Rafford Station fingerpost has become detached due to rot. PM stated that he will ask Greg McAulay if he can repair it.	PM
9.5	Tooling and Equipment	
	Ref 11.5.2: PB reported that a number of locations have been identified where it is possible to store a shipping container or two. Action closed. This action will be reopened when PM announces that he is ready to sell his shipping container, currently providing storage for the DWA tools and equipment.	
9.6	DW Information Boards Replacement Project	
9.6.1	Ref 11.6.1: Action transferred. NT and TH will collaborate on the project to redesign the information boards and add QR codes linking to associated pages on the DWA website.	NT/TH
9.6.2	Ref 11.6.3: Action held over. NS will manufacture qty 4 new information boards to replace ones identified as being beyond repair.	NS
9.7	Dallas Dhu Access Ramp Improvement Project	
9.7.1	<p>MC reported that he met with Yvonne McLeod, Senior Development Officer – Community Paths at Paths for All (PfA), on site at Dallas Dhu to discuss the ramp improvement project. She advised MC to go ahead and submit a first stage application for project funding from the Ian Findlay Path Fund. This will generate feedback from PfA, identifying where the DWA are in the bid process and what steps need to be taken next, and will gather the information required for the planning application to Moray Council. Yvonne advised that the DWA will need to gather evidence of support for the project from path users, relevant user groups and the local community.</p>	

9.7.2	Ref 11.7.1: MC reported that, from his discussion with Yvonne McLeod, the information provided by engineering consultancy Pell Frishmann (PF) should be viewed as a feasibility study. A further detailed design plan will be required for the planning application to Moray Council, along with an updated bill of materials and project cost estimates. Action closed.	
9.7.3	Ref 11.7.2: MC reported that a planning application will need to be submitted to Moray Council, but this will be scheduled as advised in the feedback from PfA. Action closed.	
9.7.4	MC will submit a first stage application to PfA for project funding from the Ian Findlay Path Fund.	MC
9.7.5	MC will collaborate with TH to develop the means to gather evidence of support for the project from path users, relevant user groups and the local community; e.g. Survey Monkey questionnaire publicised on the DWA website and Facebook group.	MC
9.8	Dava Way Upgrade Project Plan	
9.8.1	Ref 11.8.1: 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
9.8.2	Ref 11.8.2: MC reported that his meeting with representatives of the Cairngorms National Park Authority (CNPA) on 08/12/22 was very positive. MC discussed how the DWA could work with the CNPA to gather evidence from path users for the 'market appraisal' section of the Business Plan, and the CNPA have offered the loan of a counter, or counters, with which to monitor path usage at the southern end of the route. Action closed. MC will monitor CNPA efforts to provide the DWA with counter(s).	MC
9.8.3	Ref 11.8.3: 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
9.8.4	Ref 11.8.4: Action held over. TT reported that on 28/12/22 he, PB and PM walked the identified east and west routes for the Dava Bypass, to gain a better understanding of the user experience and technical aspects associated with the two routes. TT produced a report detailing their findings, including details of several covered-over redundant wells in the vicinity of the snow plough shed that were provided by a Dava resident. In summary, the west route would provide the easiest gradients for users, but it would be challenging to implement and would be objected to by the Dava Residents Association (DRA). The east route would involve steeper ascents/descents, but runs close by a potential parking area and offers pleasant views south to the Cairngorms. TT has updated the map to show the proposed east and west bypass routes. MC will contact the landowners, to obtain their feedback on the potential bypass routes and enquire what their plans are for the mature woodland east of the Dava settlement.	MC
9.8.5	MC reported that he submitted the DWA response to the Ourack Windfarm planning application to the Energy Consents Unit at the Scottish Government on 20/12/22.	

10	<u>Health and Safety</u>	
10.1	Review of DWA Health and Safety Management System Ref 12.1: Action held over. The DWA Equipment Custodians listed in the DWA Health and Safety Policy document will carry out risk assessments for the equipment they hold, identifying and documenting the appropriate control methods to be used. The completed risk assessments are to be added to the DWA Health and Safety Policy document.	Custodians /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 12.2.2: Action held over. PM will update the emergency maps held in each first aid kit, to identify known defibrillation kit locations.	PM
10.2.3	MC reported that the contents of the first aid kits are due for review. MC will call in the kits and carry out a review of the contents.	MC
10.3	Injury Reports and Incidents (Nothing to report)	
11	<u>Dava Way Publicity</u>	
11.1	DWA Website	
11.1.1	Ref 13.1.1: Action held over. DWA Trustees to provide feedback on the content and form of the new website as new functionality is introduced.	All
11.1.2	Ref 13.1.4: Action held over. TH reported that the majority of the required improvements to the DWA website have been implemented, though there have been some problems obtaining accreditation from PayPal due to their apparent use of automated systems for validating paperwork. TH will complete the improvements to the DWA website, as required to support the Ghost Train Walk 2023 event.	TH
11.1.3	Ref 13.1.5: MC reported that he provided TH with electronic copy of the DWA Gift Aid form, with appropriate text describing its use. Action closed.	
11.1.4	Ref 13.1.6: Action held over. TH will add an electronic copy of the DWA Gift Aid form to the fundraising web page, with appropriate text for its use.	TH
11.1.5	Ref 13.1.7: MC reported that he provided PB with copy of the DWA Constitution. Action closed.	
11.1.6	Ref 13.1.8: MC reported that he and NS provided PB with a signed letter of authority to operate the DWA PayPal account. Action closed.	
11.1.7	Ref 13.1.9: PB reported that he has set up the DWA PayPal account, though its integration with other DWA website functionality is still to be tested. Action closed.	
11.1.8	Ref 13.1.10: PB reported that he has set up the DWA GoFundMe account. Action closed.	
11.1.9	TH asked for details of the major donors who have supported the DWA, so these organisations/individuals may be promoted on the donations page of the DWA website. PB will provide TH with details of the major donors to the DWA. NS and MC will work with TH on the content and design of the donations page of the DWA website.	PB NS/MC
11.1.10	TH reported that he has imported all the data from the counter spreadsheet into a database, and this data can now be viewed on the DWA website via a private page. A specific page for the Dallas Dhu counter has been provided for use by the Moray Council Access Manager.	
11.1.11	TH stated his intention to provide reports/graphs/charts summarising the counter data but, due to the sporadic nature of the readings, this was not easily done. TT suggested that aggregating the data for quarterly, half yearly or annual comparison may be the way ahead. TH stated that he	

11.1.12	would explore the feasibility of these options. Ref 13.1.11: MC reported that he has submitted the appropriate paperwork to the OSCR to register TH as a DWA Trustee. Action closed.	TH
11.1.13	Ref 13.1.13: Action held over. MC will liaise with John Whitehead, view the drone photos/movies on offer and assess their suitability for display on the DWA website.	MC
11.1.14	Ref 13.1.14: Action held over. MC will distribute John Whitehead's email with ideas for a series of short videos about the DW and the work of the DWA to the DWA Trustees for their comment.	MC
11.2	DWA Facebook Group	
11.2.1	Ref 13.2.1: PM reported that, due to circumstances beyond his control, he was not able to work with the other group administrators and gather suitable content for a post marking the Friends of the Dava Way Facebook Group 1,000-member milestone. As the group now has 1099 members he felt that the time had passed and the action was void. Action closed.	
11.2.2	PM noted that group member Andy Williams is posting some stunning photos of the DW. PM will ask Andy Williams if he will grant permission to use some of his photos on the DWA Website or in DWA publications.	PM
11.3	Local, Regional and National Publications Ref 13.3.2: MC thanked the DWA Trustees for the DWA related articles sent to him for archiving. Action closed.	
11.4	External Websites and Social Media. (Nothing to report)	
12	<u>Funding Opportunities</u>	
12.1	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
12.2	Money for Moray Ref 14.4: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the Money for Moray scheme, as requested in the award email.	NT
12.3	Paths for All – Ian Findlay Foundation	
12.3.1	Ref 14.5.2: MC referred to his report at Item 4.7.1 above. Action closed.	
12.3.2	MC will submit a first stage application for project funding to the Ian Findlay Foundation for Dallas Dhu Ramp Improvement funding.	MC
12.4	Other Sources of Funding (Nothing to report)	
13	<u>DW Ghost Train Walk 2023</u>	
13.1	Ref 15.1: MC reported that he has spoken with the organiser of the Moray Way 100 and Moray Way Relay events to be run by the Moray Way Ultras (MWU) over the same weekend as the DW Ghost Train Walk (GTW). All potential conflicts have been resolved, and the MWU organisation were keen to collaborate over the provision of facilities such as Portaloos. Action closed.	
13.2	Ref 15.2: Action held over. MC will revise the GTW Project Plan using the best practice obtained from Outfit Moray, then delegate tasks to the other DWA Trustees.	MC
13.3	Ref 15.3: PB reported that he has made the provisional booking for two large buses/coaches. He noted that a non-refundable deposit of £100 was payable. Action closed.	

14	<u>DWA Annual Dinner</u>	
14.1	Ref 17: Action held over. NS will coordinate the arrangements and delegate as required. NS reported that he has experienced some difficulty in obtaining a menu from the Mosset for the DWA Annual Dinner.	NS
14.2	PM will circulate an invitation to the DWA Members and Volunteers when a menu has been provided.	PM
15	<u>DWA Works Promotion</u> Ref 18: Action held over. Discuss options to better promote the work of the DWA volunteers. NS noted that there was insufficient time remaining to fully explore this topic. He asked those present to get their thinking caps on and come up with some ideas ready for the next meeting.	All
16	<u>AOCB</u> TT reported that he has drafted an annual maintenance plan for vegetation cutback within the area protected by the Dallas Dhu Tree Preservation Order (TPO). The TPO exception, added for the benefit of the DWA, requires that the annual maintenance plan is signed off by a "certified arborist". PB offered to approach the Lands and Parks Department at Moray Council to ask if one of their external contractors might be willing to sign off the annual maintenance plan.	PB
17	Date of the Next Meeting: 19:00 07/02/23, venue TBN.	

Meeting Closed: 21:00



Neil Sinclair
Chairman
Dava Way Association