

THE DAVA WAY ASSOCIATION

## Minutes of the Board of Trustees Meeting held 10<sup>th</sup> June 2025

Venue: Royal British Legion, Sanquhar Road, Forres, IV36 1DG.

Meeting Opened: 19:00

Item	Minute	Action By
1	<u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.	
2	<u>Present:</u> Malcolm Campbell (MC), Neil Sinclair (NS), Paul Barron (PB), Pete Mitchell (PM), Trevor Thornley (TT). <u>Apologies:</u> Tim Heaps (TH), Michael J Sutherland (MS), Robbie Roberts (RR).	
3	<u>Minutes of the previous meeting held on 19<sup>th</sup> May 2025</u> The minutes of the previous Dava Way Association (DWA) BoT meeting were read and accepted without change.  Proposed: PB    Seconded: PM	
4	<u>Matters Arising from the previous meeting</u>	
4.1	Ref 4.1: Action held over. MC will arrange a “Thank You” event for key <a href="#">Altyre Estate</a> staff, to be held at the Altyre Sawmill once the Ghost Train Walk (GTW) has been held.	MC
4.2	Ref 7.3.1.1: (See Item 7.3.1.1 below)	
4.3	Ref 7.3.1.2: (See Item 7.3.1.2 below)	
4.4	Ref 7.3.2.1: (See Item 7.2.1 below)	
4.5	Ref 7.3.2.2: (See Item 7.2.2 below)	
4.6	Ref 7.3.3.1: (See Item 7.3.3.1 below)	
4.7	Ref 7.3.3.2: (See Item 7.3.3.2 below)	
4.8	Ref 7.3.3.3: (See Item 7.3.3.3 below)	
4.9	Ref 7.3.4: (See Item 7.3.4 below)	
4.10	Ref 7.3.5: (See Item 7.3.5 below)	
4.11	Ref 7.3.6.1: (See Item 7.3.6.1 below)	
4.12	Ref 7.3.6.2: (See Item 7.3.6.2 below)	
4.13	Ref 7.3.7: (See Item 7.3.7 below)	
4.14	Ref 7.4.1: (See Item 7.4.1 below)	
4.15	Ref 7.4.3: (See Item 7.4.2 below)	
4.16	Ref 7.5.1.2: (See Item 8.2.1 below)	
4.17	Ref 7.5.1.3: (See Item 8.2.2 below)	
4.18	Ref 7.5.2: (See Item 7.5 below)	
4.19	Ref 8.2.1: (See Item 8.1.1 below)	
4.20	Ref 8.2.2: (See Item 8.1.2 below)	
4.21	Ref 8.2.3: (See Item 8.1.3 below)	
4.22	Ref 8.2.4: (See Item 8.1.4 below)	
4.23	Ref 8.2.5: (See Item 8.1.5 below)	
4.24	Ref 8.3.1.3: (See Item 8.3.2 below)	
4.25	Ref 8.3.2.1: (See Item 8.3.3.1 below)	
4.26	Ref 8.3.2.2: (See Item 8.3.3.2 below)	

4.27	Ref 8.3.2.3:	(See Item 8.3.3.3 below)	
4.28	Ref 8.3.3:	(See Item 8.3.4 below)	
4.29	Ref 8.3.6:	(See Item 8.3.5 below)	
4.30	Ref 9.1.2:	(See Item 9.1.2 below)	
4.31	Ref 10.1.1:	(See Item 10.1.1 below)	
4.32	Ref 10.1.2:	(See Item 10.1.2 below)	
4.33	Ref 12.2.2:	(See Item 12.2.2 below)	
5	<b><u>Treasurer's Report</u></b>		
5.1	PB reported that a balance of £13,215.86 is in the DWA account. Unrestricted Funds: £ 13,215.86 Restricted Funds: £ Nil		
5.2	Significant Income: £ 733.22 from Ticket Tailor; GTW ticket/mug sales. £ 230.00 individual donation to replace Sanquhar Mains bench.		
5.3	Significant Expenditure: £ 229.49 to TH; reimburse bench purchase. £ 120.00 to COTAG; donation towards 'recce day' fuel.		
5.4	Anticipated Expenditure (from DWA funds): £ 1,160.00 to Kineil Coaches; GTW coaches. £ 450.00 to Scotia Medical Group; GTW first aid cover. £ 198.00 to MC; reimburse GTW mugs (qty 60). £ 100.00 to MC; reimburse GTW miscellaneous purchases. £ 130.00 to PM; reimburse rough cutter parts and repairs. £ 50.00 to PM; reimburse gate post welding.		
5.5	Anticipated Income (from external funding): £ Nil		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		
5.7	Donations via the GiveWP-Stripe process since last meeting: £ 105.00		
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>Dava Way Path Works and Equipment Maintenance</u></b>		
7.1	<b>Unplanned Work Since Last Meeting</b>		
7.1.1	21/05/25 PM Retrieved the Mannachie Ramp fingerpost for repair, dropped off the rough cutter chassis and gateposts for welding and collected a load of sub-base.		
7.1.2	22/05/25 PM, PB and Al Hughes installed pipes into the Dava cross-drains and levelled off with sub-base.		
7.1.3	23/05/25 PB assembled and painted the replacement memorial bench.		
7.1.4	25/05/25 PM and PB completed bypass improvement works at Dava.		
7.1.5	28/05/25 PM collected gateposts and rough cutter chassis from welder.		
7.1.6	02/06/25 PB Grass cut between Longley and Clashdhu.		
7.1.7	05/06/25 PB Grass cut between Clashdhu and Squirrel Neuk. Paul Douglas cut grass from Mannachie Ramp to south end of Rafford Bank.		
7.1.8	06/06/25 PM Rough cutter reassembled and tested.		

7.1.9	08/06/25 RR sprayed from Mannachie Ramp to Sanquhar Mains Bridge.	
7.1.10	10/06/25 PB Grass cutting from Longley to south end of Bantrach Cutting.	
7.2	<b>Planned Work Since Last Meeting</b>	
7.2.1	Ref 7.3.2.1: PM reported that the following works were completed at mini work parties: <ul style="list-style-type: none"> <li>• Mannachie Ramp – removed and repaired rotted fingerpost ready for reinstallation on a galvanised base.</li> <li>• Dava Pedestrian Bypass – covered installed pipes with sub-base, applied quarry dust topping and installed headwalls.</li> </ul> Action closed.	
7.2.2	Ref 7.3.2.2: MC reported that he notified the relevant estate manager(s) of the works to be carried out. Action closed.	
7.3	<b>Priorities for Next Work Party and Mini Work Parties</b>	
7.3.1	PM proposed that the following works be considered priorities for the full work party to be held 14/06/25: Various locations <ul style="list-style-type: none"> <li>• Grass cutting.</li> <li>• Essential undergrowth cutback; minimise to safeguard nesting birds.</li> </ul> Agreed unanimously.	
7.3.1.1	Ref 7.3.1.1: Action held over. PM will make the necessary arrangements.	PM
7.3.1.2	Ref 7.3.1.2: Action held over. MC will notify the relevant estate manager(s) of the works to be carried out.	MC
7.3.2	PM proposed that the following works be considered priorities for mini work parties to be held when possible: <ul style="list-style-type: none"> <li>• Mannachie Ramp – reinstall fingerpost using galvanised base.</li> <li>• South of Dragoon Crossing – adjust misaligned clatter post.</li> <li>• Various locations – install bunds to direct rainwater off path, to prevent the water running down ruts and causing further erosion.</li> </ul> Agreed unanimously.	
7.3.2.1	PM will make the necessary arrangements.	PM
7.3.2.2	MC will notify the relevant estate manager(s) of the works to be carried out.	MC
7.3.3	Works to clear the drainage pipe blockage in the cutting south of the Sluggan Burn.	
7.3.3.1	Ref 7.3.3.1: Action held over. PB will liaise with the contractor and provide MC with a date for the works.	PB
7.3.3.2	Ref 7.3.3.2: Action held over. PB will liaise with Greg MacAulay regarding removal/pruning of trees and provide MC with details of the works and a date for them to be carried out.	PB
7.3.3.3	Ref 7.3.3.3: Action held over. MC will notify the relevant estate manager(s) of the works to be carried out.	MC
7.3.4	Ref 7.3.4: Action held over. PB will contact the relevant estate manager and request an on-site meeting to discuss options to resolve the flooding issues that have resulted in erosion of the path surface between Balvlair and Dunphail. Dependent on the adjacent ditches having been cleared.	PB
7.3.5	Ref 7.3.5: Action held over. NS will treat the oak benches with teak oil when possible.	NS
7.3.6	Replacement of the memorial bench adjacent to Sanquhar Mains Farm.	
7.3.6.1	Ref 7.3.6.1: TH reported that a suitable replacement bench has been purchased. Action closed.	
7.3.6.2	Ref 7.3.6.2: Action held over. PB will arrange a mini work party to remove the broken bench, recover the memorial plate and install a new bench. PB reported that the broken bench has been removed. The replacement bench has been prepared ready for installation.	PB

7.3.7	Ref 7.3.7: Action held over. NS will inspect the damage to the nose of the Redcoat sculpture and see what can be done to repair it.	NS
7.4	<b>Signage</b>	
7.4.1	Ref 7.4.1: Action held over. PB will tabulate a bill of materials and obtain a total cost for fixing waymarker signs to lamp posts and street signs, to replace the wooden waymarker posts between the Tolbooth and Mannachie Avenue.	PB
7.4.2	Ref 7.4.3: Action held over. NS will manufacture a new information board frame to the standard design and arrange for its installation adjacent to the Dullicht Bridge.	NS
7.5	<b>Tooling and Equipment</b> Ref 7.5.2: PM reported that the rough cutter has been successfully repaired and is back in use. Action closed.	
8	<b>Project Reports</b>	
8.1	<b>Dava Bypass Project</b>	
8.1.1	Ref 8.2.1: Action held over. PB will update Dave McLeod of Station House, Dava.	PB
8.1.2	Ref 8.2.2: Action held over. PB will contact Mike Dickson of Station Cottage, Dava to discuss private water supplies and protection measures.	PB
8.1.3	Ref 8.2.3: Action held over. PB will seek specialist advice from <a href="#">Paths for All</a> re path design constraints regarding private water supplies.	PB
8.1.4	Ref 8.2.4: Action held over. PB will form a DWA subcommittee with MC, NS and TT to decide what improvements to the DW should be requested to ensure that the DWA gain maximum benefit from the constraints placed on the developer. PB will confirm with MC and NS what works have already been discussed by them with the Ourack Wind Farm developer and obtain details of any future meetings that they have arranged with the developer. NB: There are three planning constraints for works affecting the DWA - Constraint 23. The development of an Outdoor Access Plan to secure public access rights during and after wind farm development. Constraint 24. The development of a scheme to improve and enhance the Dava Way. Constraint 25. The development of a scheme for the provision of off-site road works at Castle Grant, including full details of the works affecting the Dava Way.	PB
8.1.5	Ref 8.2.5: Action held over. Under direction from PB, MC will contact the Ourack Wind Farm developer to arrange a meeting with the DWA subcommittee. MC reported that tentative arrangements have been made for a meeting to be held in August.	MC
8.2	<b>Dava Way Counter Project</b>	
8.2.1	Ref 7.5.1.2: Action held over. MC will contact DWA volunteer Bailee Allen to ask if she has a sample counter of the type used with the National Parks Service and ask if she would be willing to share her experience of developing and using the devices.	MC
8.2.2	Ref 7.5.1.3: TH and NS will form a DWA subcommittee, hopefully with input from Bailee, to manufacture and test a DWA counter as a project. NB: This <a href="#">article</a> provides a link to details of how smaller organisations could <a href="#">manufacture their own counters</a> .	TH/NS

8.3	<b>Ghost Train Walk 2025</b>	
8.3.1	MC summarised the tasks completed and outstanding, and completed a 'walk through' of the event schedule.	
8.3.2	Ref 8.3.1.3: PB reported that he has contacted the bus/coach provider, but they are unable to confirm the capacity of the allocated buses/coaches until a few days before the event. Action closed.	
8.3.3	Event volunteer recruitment:	
8.3.3.1	Ref 8.3.2.1: PM reported that he has contacted the DWA Volunteers to ascertain how many are willing to commit to helping at the GTW event. Action closed.	
8.3.3.2	Ref 8.3.2.2: PM reported that he has posted an appeal on the DWA Facebook group for volunteers to help at the GTW event. Action closed.	
8.3.3.3	Ref 8.3.2.3: MC reported that he has provided PM with details of the volunteer positions/duties remaining to be filled. Action closed.	
8.3.4	Ref 8.3.3: NS reported that he has made the finish arch. Action closed.	
8.3.5	Ref 8.3.6: MC reported that RR has completed detailed planning with the Explorer Scouts for the 'spooky entertainment'. Action closed.	
8.3.6	MC will continue project management for the event, delegating tasks as required before handing over control of the event to NS.	MC/NS
9	<u>Health and Safety</u>	
9.1	<b>First Aid Kits</b>	
9.1.1	The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
9.1.2	Ref 9.1.2. Action held over. PB reported that he has contacted Scotia Medical, but it may be the end of September before they can provide the DWA with an Emergency First Aid at Work course and assessment. PB will monitor progress.	PB
9.2	<b>Injury Reports and Incidents</b> (Nothing to report)	
10	<u>Business Planning</u>	
10.1	<b>DWA Strategic Business Planning</b>	
10.1.1	Ref 10.1.1: Action held over. DWA Trustees to read and comment on the revised DWA Strategic Business Plan and draft budget forecast covering the potential projects to be carried out 2024-2025.	All
10.1.2	Ref 10.1.2: Action held over. MC and MS will update the DWA Strategic Business Plan to include a funding strategy to meet the budget forecast.	MC/MS
10.2	<b>Trustee Membership and Supporter Roles</b> (Nothing to report)	
10.3	<b>Succession Planning</b> (Nothing to report)	
11	<u>Funding</u> (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	<b>DWA Website</b> (Nothing to report)	
12.2	<b>DWA Facebook Group</b>	
12.2.1	PM reported that the <a href="#">Friends of the Dava Way</a> Facebook group now has 2,154 members.	
12.2.2	Ref 12.2.2: Action held over. PM will post an advert on the DWA Facebook group for a volunteer DWA Social Media Manager.	PM

12.3	<b>Local, Regional and National Publications</b> (Nothing to report)	
12.4	<b>External Websites and Social Media.</b> (Nothing to report)	
13	<u>AOCB</u> (Nothing to report)	
14	Date of the Next Meeting: 19:00 12/08/25, at the Royal British Legion, Sanquhar Road, Forres, IV36 1DG. There will be no July meeting.	

Meeting Closed: 21:15



Neil Sinclair  
Chairman  
Dava Way Association