

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 9th September 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), Robbie Roberts (RR), Trevor Thornley (TT).	
	<u>Apologies:</u>	Michael J Sutherland (MS), Tim Heaps (TH).	
3	<u>Minutes of the previous meeting held on 12th August 2025</u> The minutes of the previous Dava Way Association (DWA) BoT meeting were read and accepted without change. Proposed: PM		

4.22	Ref 8.1.5:	(See Item 8.1.5 below)	
4.23	Ref 8.1.6.1:	(See Item 8.1.6.1 below)	
4.24	Ref 8.1.6.2:	(See Item 8.1.6.2 below)	
4.25	Ref 8.2.3:	(See Item 8.2 below)	
4.26	Ref 8.3.2:	(See Item 8.3.1 below)	
4.27	Ref 8.3.3.1:	(See Item 8.3.2.1 below)	
4.28	Ref 8.3.3.2:	(See Item 8.3.2.2 below)	
4.29	Ref 8.3.3.3:	(See Item 8.3.2.3 below)	
4.30	Ref 9.2.1:	(See Item 9.2.1.1 below)	
4.31	Ref 9.2.2:	(See Item 9.2.2.1 below)	
4.32	Ref 10.1.1:	(See Item 10.1.1 below)	
4.33	Ref 10.1.2:	(See Item 10.1.2 below)	
4.34	Ref 12.2.2:	(See Item 12.2.2 below)	
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £9,670.55 is in the DWA account. Unrestricted Funds: £ £9,670.55 Restricted Funds: £ Nil		
5.2	Significant Income: £ Nil		
5.3	Significant Expenditure: £ 1,000.00 to COTAG; donation for GTW support. £ 1,000.00 to 1 st Forres Scout Group; donation for GTW support. £ 360.00 to B&S Pipeline Solutions Ltd; clear pipe root blockage. £ 590.40 to Leiths; sub-base to Clashdhu stockpile. £ 450.00 to Ritchies Aviemore; sub-base to Glaschoil stockpile. £ 56.70 to Logie Timber; clatter post for Glaschoil.		
5.4	Anticipated Expenditure (from DWA funds): £ ? sub-base to Dava stockpile. £ ? quarry dust to Glaschoil stockpile.		
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: £ 35.00		
5.8	PB presented the draft Trustees Annual Report (TAR) Appendix 1 for comment and approval by the DWA Trustees. TAR approved unanimously, subject to some minor changes.		
6	<u>Correspondences</u>		
6.1	To the Secretary (Nothing to report)		
6.2	Other Correspondence (Nothing to report)		
7	<u>Dava Way Path Works and Equipment Maintenance</u>		
7.1	Unplanned Work Since Last Meeting		
7.1.1	21/08/25 PM carried out a cycle survey to assess removal by Moray Estates of windblown/fire damaged trees north of Dava.		
7.1.2	24/08/25 PM replaced a broken wheel on one of the DWA wheelbarrows.		
7.1.3	26/08/25 PB supervised the delivery of sub-base to Clashdhu stockpile.		

7.1.4	04/09/25 PM and PB replaced hinge post at Dava South.	
7.2	Planned Work Since Last Meeting	
7.2.1	PM reported that no full work parties have been held since the last meeting.	
7.2.2	Works to clear the drainage pipe blockage in the cutting south of the Sluggan Burn:	
7.2.2.1	Ref 7.3.3.1: PB reported that, on 21/08/25, contractor B&S Pipeline Solutions Ltd cleared the drainage pipe blockage in the cutting south of the Sluggan Burn. Action closed.	
7.2.2.2	Ref 7.3.3.3: MC reported that he notified the relevant estate manager(s) of the works to be carried out. Action closed.	
7.2.3	Diageo Plc community volunteer work party:	
7.2.3.1	Ref 7.3.7.1: PM reported that the Diageo Plc volunteers completed the following tasks at a work party held 22/08/25: • Cleared ditches in the Aucheorn Cutting. • Cleared ditches in the Bantrach Cutting. Action closed.	
7.2.3.2	Ref 7.3.7.2: MC reported that he notified the relevant estate manager(s) of the works to be carried out. Action closed.	
7.3	Priorities for Next Work Party and Mini Work Parties	
7.3.1	PM proposed that the following works be considered priorities for the full work party to be held 13/09/25: North of Longley Farm Crossing • Progress infill of wheel ruts with sub-base. Various Locations • Vegetation cutback. Agreed unanimously.	
7.3.1.1	PM will make the necessary arrangements.	PM
7.3.1.2	PM advised that notifying the relevant estate manager(s) of the works to be carried out is now an integral part of works planning, thus it no longer warrants a separate action.	
7.3.2	Ref 7.3.2.1 and Ref 7.3.2.2: PM reported that the tasks identified previously as priorities for mini work parties have been added to the DWA program of works. PM will in future allocate tasks for mini work parties on an ad hoc basis as the appropriate resources become available. Actions closed.	
7.3.3	Ref 7.3.3.2: Action held over. PM will liaise with Greg MacAulay regarding removal/pruning of trees at the location of the drainage pipe blockage in the cutting south of the Sluggan Burn, to prevent further root growth.	PM
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	Ref 7.3.6: 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
7.3.7	Stockpile replenishment:	
7.3.7.1	Ref 7.3.8.1: MC reported that he has confirmed the existing stockpile locations with the relevant estate managers. Action closed.	
7.3.7.2	Ref 7.3.8.2: PB reported that sub-base has been delivered to stockpiles at Clashdhu and Glaschoil. Action closed.	
7.3.7.3	PB proposed that a delivery of sub-base should be made to the stockpile at Dava, and a delivery of quarry dust be made to the stockpile at Glaschoil. Agreed unanimously. PB will make the necessary arrangements.	PB

7.4	Signage	
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 7.4.2: 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	Tooling and Equipment Ref 7.5: PM reported that, following email agreement from the DWA Trustees, he replaced the unserviceable tyre on one of the DWA wheelbarrows with a suitable solid tyre. Action closed.	
8	Project Reports	
8.1	Dava Bypass Project	
8.1.1	Ref 8.1.1: Action held over. PB will update Dave McLeod of Station House, Dava.	PB
8.1.2	Ref 8.1.2: 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 8.1.3: Action held over. PB will seek specialist advice from Paths for All re path design constraints regarding private water supplies.	PB
8.1.4	Ref 8.1.4: 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 28. 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 8.1.5: Action held over. Under direction from PB, MC will contact the Ourack Wind Farm developer to arrange a meeting with the DWA subcommittee.	MC
8.1.6	Replacement of damaged marker posts:	
8.1.6.1	Ref 8.1.6.1: PM reported that he has provided PB with replacement marker posts. Action closed.	
8.1.6.2	Ref 8.1.6.2: Action held over. PB will replace the fire damaged marker posts along the proposed route.	PB
8.2	Dava Way Counter Project Ref 8.2.3: Action held over. TH will obtain the appropriate components and build a test counter device (see Reddit article) as a winter project, with assistance from NS as required.	TH/NS
8.3	Ghost Train Walk 2025	
8.3.1	Ref 8.3.2: PB reported that he has donated £1,000 each to COTAG and 1st Forres Scouts. Action closed.	
8.3.2	COTAG feedback:	
8.3.2.1	Ref 8.3.3.1: NS reported that he has circulated the COTAG feedback email to the DWA trustees. Action closed.	

8.3.2.2	Ref 8.3.3.2: NS proposed a Zoom meeting with COTAG, to clarify their observations re the DWA emergency maps, etc. Agreed unanimously. MC will arrange a Zoom meeting with COTAG.	MC
8.3.2.3	Ref 8.3.3.3: Action held over. PM will update the DWA emergency maps appropriately.	PM
8.3.2.4	PM proposed that the gate access keys should be clearly identified for the next GTW event by attaching large, brightly coloured tags, with reflective tape wrapped around the DWA padlocks. This would address some of the observations made in the COTAG email. Agreed unanimously. PM will design an appropriate set of tags.	PM
8.3.3	MC proposed that the GTW events should be brought forward a week, to deconflict with other 'longest day' events. Agreed unanimously. MC will add this detail to the project report for future reference.	MC
8.3.4	MC presented a project report for comment, providing a framework for the management future Ghost Train Walks. The report was approved unanimously, subject to some minor changes.	
8.3.5	GTW publicity:	
8.3.5.1	MC will prepare a report on the GTW for upload to the DWA website.	MC
8.3.5.2	PM will provide MC with admin access to the DWA Facebook page.	PM
8.3.5.3	MC will upload a report on the GTW to the DWA Facebook page.	MC
9	Health and Safety	
9.1	First Aid Kits	
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	MC noted that the DWA first aid kit contents expiry dates are due to be checked. MC will call in each first aid kit for checking.	MC
9.2	Training	
9.2.1	First aid refresher training:	
9.2.1.1	Ref 9.2.1. Action held over. PB reported that he has contacted Scotia Medical, but there may be an additional delay in providing the DWA with an Emergency First Aid at Work course and assessment. PB will monitor progress.	PB
9.2.1.2	PB suggested that it would be prudent to investigate first aid training from an alternative provider. Agreed unanimously. MC will ask Outfit Moray for potential course dates and costs.	MC
9.2.2	Chainsaw certification:	
9.2.2.1	Ref 9.2.2: PM reported that the DWA chainsaw operator, Greg MacAulay, holds the appropriate LANTRA certification. Action closed.	
9.2.2.2	PM added that periodic refresher training for chainsaw operators is recommended. Moray Estates are hosting refresher training for their estate workers and Greg has been offered a place. PM proposed that the DWA fund Greg's refresher training. Agreed unanimously. PM will inform Greg MacAulay.	PM
9.3	Injury Reports and Incidents (Nothing to report)	
9.4	Documentation Review	
9.4.1	MC noted that the DWA H&S Policy, and associated documentation, will shortly be due to be reviewed. MC will distribute a copy of the DWA H&S Policy to each DWA Trustee for review/comment. MC will also distribute copies of the DWA risk assessments and COSHH assessments to each nominated equipment custodian for review.	MC/All

10	<u>Business Planning</u>	
10.1	DWA Strategic Business Planning	
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	Trustee Membership and Supporter Roles (Nothing to report)	
10.3	Succession Planning (Nothing to report)	
11	<u>Funding</u> (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	DWA Website (Nothing to report)	
12.2	DWA Facebook Group	
12.2.1	PM reported that the Friends of the Dava Way Facebook group has 2,533 members. PM has also created a DWA Facebook page, which currently has 130 followers.	
12.2.2	Ref 12.2.2: PM reported that his daughter is now assisting him with the role of DWA Social Media Manager. Action closed.	
12.3	Local, Regional and National Publications (Nothing to report)	
12.4	External Websites and Social Media. (Nothing to report)	
13	<u>Annual Members Meeting</u>	
13.1	PB reported that he is currently seeking confirmation from the Forres Royal British Legion for the hall booking made for 27/11/25.	PB
13.2	PB reported that the Trustees Annual Report – Appendix 1 has been approved (see Item 5.8 above) and will shortly be signed off by the DWA Chair.	PB
13.3	PB reported that the Trustees Annual Report – Appendix 2 has been passed to the DWA Accountant for review and sign off.	PB
14	<u>AOCB</u>	
14.1	PM reported that the Finnerne Development Trust (FDT) are currently looking for new projects. He has suggested the employment of a countryside ranger, as the establishment of a community paths network is one of the priorities in the FDT Local Place Plan.	
15	Date of the Next Meeting: 19:00 14/10/25, at the Royal British Legion, Sanquhar Road, Forres, IV36 1DG.	

Meeting Closed: 21:00



Neil Sinclair
Chairman
Dava Way Association