Meeting Title: Levenmouth Sustainable Transport Appraisal

Attendees:
- Transport Scotland (TS): Veronica Allan,
- Fife Council (FC): John Mitchell, Gordon Mole
- PBA: Paul McCartney, Chris Paterson

Apologies: Transport Scotland Alison Irvine

Date of Meeting: 14th May 2018

Job Number: 42753

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| 1.   | TS welcomed everyone to the meeting and as a first task checked that all outstanding actions from 27th March meeting had been undertaken. Outstanding actions remain as follows:  
- TS to progress webpage. TS note that this is underway and with a fair wind should be available in the next 2 weeks  
- PBA to progress business and public surveys  
FC noted that it would be useful to have minutes of meetings relatively soon after meetings end, and well in advance of the next scheduled progress meeting. | TS to develop project specific web page  
PBA to develop draft business and public surveys |
| 2.   | PBA detailed the progress of the engagement programme which had been undertaken to date. Essentially most face-to-face and telephone interviews have been undertaken, key gaps in the engagement programme are the public and business survey which will be pushed forward asap.  
Equality groups and discussions with TS were also noted as areas still to be progressed | PBA to draft public survey  
PBA to draft business survey  
PBA to work with Fife Council to identify key businesses  
PBA to provide list of which elected officials attended workshops or had individual correspondence  
Fife Council to identify equality groups who should be contacted  
PBA and TS to work together to engage with appropriate TS departments |
| 3.   | PBA provided a general overview of the key themes raised so far, including the social dimension which has been raised throughout the engagement programme | |
| 4.   | PBA noted that Councillor Davidson convened a meeting with PBA and Fife Council and suggested further engagement, supplementing what has been undertaken to date. | PBA to engage with headteachers and focus groups with pupils  
PBA to include representatives of Wemyss family in the business engagement  
PBA to include the joint links golf committee in the business engagement |
5. Aim to have Pre-appraisal Report to be completed in time for sign off by Parliament summer recess. | PBA to aim for pre-appraisal by mid June.

6. Date of next meeting to be 19 June, 10:00 to 12:00, in PBA’s Edinburgh Office | PBA to send round meeting request