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Meeting Title: Levenmouth Sustainable Transport Appraisal

Attendees: **Transport Scotland:** Alison Irvine (AI), Veronica Allan (VA),
Fife Council: John Mitchell (JM), Gordon Mole (GM)
PBA: Paul McCartney (PMc), Chris Paterson (CP)

Date of Meeting: 19th February 2018

Job Number: 42753

Item	Subject	Actions
1.	<p>AI welcomed everyone to the meeting and VA explained the meeting purpose.</p> <p>PMc asked that Fife Council to forward on comments on initial STAG report. It was noted that these had been provided to TS but JM will circulate further to PBA.</p> <p>All parties noted that they have provided comments on the PBA Inception Note. Once these are considered and updated with the revised Engagement Plan and finalised Programme, the Inception Note can be completed and accepted.</p>	<ul style="list-style-type: none"> • JM to provide comments from Fife Council to PBA on the existing SYSTRA STAG report • PBA to finalise Inception Note in line with comments received and actions discussed at meeting
2.	<p>PMc provided a progress update, explaining that the main tasks had been related to developing the study Programme and designing a draft Engagement Plan.</p> <p>CP talked through PBA’s proposed approach to engagement. All parties were comfortable in principle with the draft Engagement Plan subject to some minor revisions on the approach to engaging with particular stakeholder groups and the finalised stakeholder list. Key points noted with regards stakeholders below:</p> <ul style="list-style-type: none"> • AI noted Stagecoach and CPT should be included under the “transport industry” heading. • AI asked that freight hauliers are considered under approach to business, where appropriate instead of transport industry. Both the Road Haulage Association and Freight Transport Association are to be included. • AI requested that a stakeholder workshop is arranged for the relevant local and community groups, including Community Councils, local groups and the Levenmouth Rail Campaign Group. • CP suggested that that one possible approach would be to send an information email to 	<ul style="list-style-type: none"> • PBA to make changes to Engagement Plan diagram ASAP • PBA to develop the actual list of people to be contacted for each stakeholder organisation/group • PBA to investigate availability and potential dates of the Fife Renewables Innovation Centre for workshops. This action has been completed and all Fridays in March and April are available.



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	<p>elected members asking for feedback. JM felt however with regards to this study, a workshop should be arranged for elected members, affording members the opportunity to contribute. GM noted the Fife Renewables Innovation Centre would be a suitable venue for workshops.</p> <ul style="list-style-type: none"> • AI asked that SNH is included as an environmental stakeholder and that Paths for All are included as an active travel stakeholder. 	
3.	<p>Key points noted with regards business engagement below.</p> <p>CP advised that rather than undertaking an additional business survey (the previous business survey had generated a low response rate), PBA would look to engage with bodies which representative industry, such as the Chamber of Commerce, CBI and the Federation of Small Businesses, and also look to engage directly with a representative range of larger locally-based businesses. It was explained that this was aimed at facilitating in-depth discussions around key issues and, potentially, more information to be gathered on the issues.</p> <p>GM advised that Fife Council would work with PBA to agree the list of businesses to be included and the approach to take with each. JM to identify suitable people to contact within Diageo.</p> <p>PMc suggested it would be helpful, if possible, to include businesses that are not necessarily based within Levenmouth but provide services within the area e.g. suppliers. As such it would be beneficial to consider the appropriateness of engaging with representative businesses based in other parts of Fife and further beyond. GM agreed with this point.</p> <p>GM noted that there were no Business Improvement Districts (BIDs) within the Levenmouth area however there are active BIDs in Dunfermline and Kirkcaldy. The group felt it may be useful to engage with these, and possibly other BIDs if relevant.</p>	<ul style="list-style-type: none"> • Fife Council and PBA to work together to populate list of businesses which should be included. • PBA to consider BIDs to be included, if appropriate.
4.	<p>Main points noted with regards to public engagement below.</p> <p>CP advised that PBA would put together an online public survey, consistent with previous public surveys PBA have used for STAG appraisals. These would look to explore the public's views on problems, issues, constraints and opportunities with regards transport provision within the area.</p>	<ul style="list-style-type: none"> • TS to send through example survey • PBA to begin work developing public survey • All parties to raise awareness of the survey at the appropriate time • TS to consider a study specific web page.

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	<p>AI noted TS would provide an example survey from previous Borders work.</p> <p>CP suggested it would be useful for all partners to raise awareness of the survey by publicising on their websites and social media channels.</p> <p>AI noted TS would consider a studyspecific page on the TS website</p>	
5.	<p>The Group discussed the draft Programme.</p> <p>AI noted that the key area of potential technical risk/slippage are likely to be related to the modelling tasks and that PBA and Aecom should meet to discuss modelling tasks and programme. PBA should also discuss with Systra the updates to the SRM it is undertaking. AI requested that following these discussions a programme should be submitted to the Group by the end of the week, i.e. 23 February.</p> <p>GM generally content with approach but noted that socio economics should be fully considered throughout the appraisal.</p>	<ul style="list-style-type: none"> • PBA to discuss modelling tasks with Aecom and Systra and submit programme by 23 February.
6.	<p>All parties content with monthly progress meetings. Future meetings set as:</p> <ul style="list-style-type: none"> • Tuesday 27th March – PBA offices Edinburgh • Tuesday 24th April – Buchanan House 	<ul style="list-style-type: none"> • PMc to send meeting invites