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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: 27th March 2018

Job Number: 42753

Item	Subject	Actions
1.	<p>TS welcomed everyone to the meeting and as a first task checked that all outstanding actions from 27th Feb meeting had been undertaken. Outstanding actions remain as follows:</p> <ul style="list-style-type: none"> Fife Council and PBA to work together to populate list of businesses to be included TS to send through example survey All parties to raise awareness of the survey through various channels at the appropriate time 	<ul style="list-style-type: none"> Fife Council and PBA to discuss approach to business engagement during meeting (see section 8) TS to send through example survey All parties to raise awareness of the survey.
2.	<p>FC had expected invites to elected officials to be made directly by FC rather than PBA.</p> <p>PBA explained that invites have been issued but there has been confusion with iterations of contact lists.</p> <p>FC note that ward 19 councillors should be included</p> <p>FC and TS asked that electoral list MSPs are also included.</p> <p>PBA to reconfigure elected officials contact list to reflect requests</p>	<ul style="list-style-type: none"> PBA to reconfigure invite list of elected officials and reissue for checking. Once approved, PBA to issue invites
3.	<p>PBA noted that a number of councillors responded to explain they are not available for the workshop on 20th April and have requested individual meetings. Group agreed that it is important to ensure all councillors have opportunity to participate in the engagement. However, all councillors should be provided with the same information. Information gathering exercise will not be finalised until just before 20th April workshop. All individual meetings should therefore take place after 20th April</p>	<ul style="list-style-type: none"> PBA to arrange individual meetings with elected members. The meetings are to take place after workshop on 20th April
4.	<p>Progress meeting previously set for 24th April but note FC and TS are engaged in events that week. Group suggest new date for April progress meeting</p>	<ul style="list-style-type: none"> Progress meeting to be rescheduled for 3rd May at Buchanan House
5.	<p>PBA advised that the public survey will be facilitated using Survey Monkey software. PBA will provide the link to the survey which can be embedded within emails and social media channels.</p>	

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	<p>PBA noted that it can also provide posters and advertising material to support additional awareness raising.</p> <p>PBA advised that for those who have no access to the internet, PBA will provide a phone number to allow people to complete the survey over the phone.</p>	
6.	<p>PBA noted that a large number of contacts have been put forward representing Fife Council. Whilst some have been allocated into more than one group, it may be difficult to provide meetings for large numbers. FC and PBA agreed to provide one workshop for Fife Council officers.</p> <p>Fife Council will provide venue and advise upon date. FC to issue invites</p>	<ul style="list-style-type: none"> • FC will provide venue for Fife Council officers workshop. FC to book venue and invite officers
7.	<p>PBA noted that it had not received many replies to invites for the local group workshop. PBA to issue reminder emails. JM to provide additional contact details for Levenmouth Rail Campaign Group.</p>	<ul style="list-style-type: none"> • JM to provide additional contact details for Levenmouth Rail Campaign Group • PBA to issue reminder emails
8.	<p>PBA noted that FC has provided a large list of businesses. PBA suggest this should be streamlined.</p> <p>FC noted there should be face-to-face meetings held with key businesses and a business survey provided. To facilitate completion of business survey, FC account managers will make contact with each business and make them aware of survey, urging them to complete</p>	<ul style="list-style-type: none"> • PBA to provide business survey • FC account managers will contact businesses and raise survey awareness
9.	<p>PBA to continue to progress other work, including extracting key information from previous reports and building up the evidence base.</p>	