

MINUTES

Meeting Title: Levenmouth STAG Study, Progress Working Group Meeting

Attendees: Veronica Allan (Transport Scotland)
John Mitchell (Fife Council)
Paul McCartney (PBA)

Apologies: Alison Irvine (Transport Scotland); Gordon Mole (Fife Council); Graham Bell (PBA)

Date of Meeting: 10 July 2018

Job Number: 42753

Item	Subject	Action	Owner
1	Project Website	Transport Scotland to develop project specific website.	Transport Scotland
2	Meetings	Transport Scotland to provide update on date/arrangements of meeting with co-leaders	Transport Scotland
3	Stakeholder Engagement	PBA and Fife Council to promote business survey to local businesses through contacts/social media	PBA/Fife Council
4	Risk Register	PBA to develop and circulate project risk register prior to next Project Working Group meeting	PBA
5	Meetings	PBA to send diary placeholder for next monthly progress meeting [post meeting note: diary placeholder issued for 16 August 2018 at 10 am, in PBA's Edinburgh office]	PBA