

MINUTES

Meeting Title: Levenmouth STAG Study, Progress Working Group Meeting

Attendees: Veronica Allan (Transport Scotland)
 Fiona Brown (Transport Scotland)
 John Mitchell (Fife Council)
 Gordon Mole (Fife Council)
 Graham Bell (PBA)
 Paul McCartney (PBA)

Apologies: -

Date of Meeting: 3 October 2018

Job Number: 42753

Item	Subject	Action	Owner
1	Project Webpage	Meeting minutes/actions to be uploaded to project web page when agreed by Project Working Group.	Transport Scotland (TS)
2	Stakeholder Engagement	Presentation sessions to give stakeholders an update on the study currently scheduled for week beginning 12 November 2018. Further stakeholder presentation sessions on the study outcomes will be scheduled early in the new year.	PBA PBA
3	Programme	Initial Appraisal: Case for Change Report is currently anticipated to be finalised and published early November 2018.	PBA / TS
4	Reporting	PBA to refine draft Transport Planning Objectives (TPOs) described in draft Initial Appraisal: Case for Change report. Fife Council to consider if there is any further relevant information/evidence, particularly in relation to economic factors.	PBA Fife Council
5	Risk Register	PBA to circulate risk register, including both operational and strategic risks prior to next progress meeting	PBA
6	Meetings	PBA to send diary placeholder for next monthly progress meeting [post meeting note: diary placeholder issued for 26 October 2018 at 10 am, in PBA's Edinburgh office]	PBA