

MINUTES

Meeting Title: Levenmouth STAG Study, Progress Working Group Meeting

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

Apologies: Alison Irvine (Transport Scotland)

Date of Meeting: 12 September 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	Meetings	Meeting between Cabinet Secretary for Transport, Infrastructure and Connectivity, and Fife Council Co-leaders confirmed for 23 October 2018. NB other projects/studies will be discussed during this meeting.	TS
3	Stakeholder Engagement	Tentative dates in October discussed for stakeholder feedback presentation(s). Date(s) to be confirmed, subject to programme. Once date(s) are confirmed, Fife Council to book same venue(s) as April workshops (if possible) and arrange catering Once date is confirmed, PBA to send invitations to local groups and elected officials previously invited to attend workshops during April 2018 PBA to incorporate responses from re-opened business survey [i.e. re-opened to accommodate responses from signatories in LMRC charter] into draft Initial Appraisal: Case for Change report	PBA / Fife Fife Council PBA PBA
4	Programme	PBA to update study programme to include estimated timeframes for reporting.	PBA

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5	Reporting	<p>TS / PBA to issue draft Initial Appraisal: Case for Change Report to Fife Council for comments once internal processes are cleared</p> <p>Preliminary Options Appraisal [i.e. qualitative appraisal of multi-modal options against Transport Planning Objectives (TPOs) and STAG criteria [i.e. economy, safety, accessibility & social inclusion, integration and environment]] presently scheduled to be completed in October, potentially prior to meeting with Cabinet Secretary</p> <p>TS to advise on estimated timescales for sharing draft Preliminary Options Appraisal and Detailed Options Appraisal [i.e. quantitative appraisal of short listed multi-modal options against TPOs and STAG criteria] reports with Fife Council for comment.</p>	<p>TS / PBA</p> <p>PBA</p> <p>TS</p>
6	Risk Register	PBA to circulate risk register to Fife Council for review/comment prior to next progress meeting	PBA
7	Meetings	PBA to send diary placeholder for next monthly progress meeting [post meeting note: diary placeholder issued for 3 October 2018 at 10 am, in PBA's Edinburgh office]	PBA