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: 26 October 2018

Job Number: 42753

<table>
<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Action</th>
<th>Owner</th>
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<tbody>
<tr>
<td>1</td>
<td>Project Webpage</td>
<td>Meeting minutes/actions to be uploaded to project web page when agreed by Project Working Group</td>
<td>Transport Scotland (TS)</td>
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<tr>
<td>2</td>
<td>Stakeholder Engagement</td>
<td>Fife Council to confirm best date for Stakeholder feedback presentation</td>
<td>Fife Council</td>
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<td></td>
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<td>Fife Council to enquire if Fife Renewables Innovation Centre (FRIC) is available. If not, identify and book an appropriate alternative</td>
<td>Fife Council</td>
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<td>Once date and venue are confirmed, PBA to issue invites</td>
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<td>PBA to contact Levenmouth Academy regarding potential engagement session</td>
<td>PBA</td>
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<td>3</td>
<td>LMRC Meeting</td>
<td>PBA to attend LMRC Action Committee meeting on 30 October 2018 on behalf of Transport Scotland</td>
<td>PBA</td>
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<td>4</td>
<td>Transport Modelling</td>
<td>TS and Fife Council to provide details of any changes in transport infrastructure and service provision affecting Fife/Levenmouth area to inform initial model review exercise</td>
<td>TS / Fife Council</td>
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<td>As part of this initial review of the model, PBA to provide details of how Fife LDP/future aspirations are represented in the model</td>
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<td>5</td>
<td>Programme</td>
<td>PBA to update programme</td>
<td>PBA / TS</td>
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<td>PBA to provide updated programme (in outline format) to Fife Council</td>
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<td>6</td>
<td>Reporting</td>
<td>Fife Council to provide comments on Initial Appraisal: Case for Change report w/b 29 October 2018. The intention is to publish the Initial Appraisal Report aligned with the stakeholder engagement sessions (by the date of the session) Detailed Options Appraisal report [i.e. the final report] currently anticipated to be completed in early 2019 subject to routine technical risks</td>
<td>Fife Council</td>
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<td>7</td>
<td>Risk Register</td>
<td>PBA to update risk register with strategic risks prior to next progress meeting</td>
<td>PBA</td>
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<td>8</td>
<td>Meetings</td>
<td>PBA to send diary placeholder for next monthly progress meeting [post meeting note: tentative date is for 28 November 2018 at 10 am, in PBA’s Edinburgh office]</td>
<td>PBA</td>
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