

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

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	Fife Council to confirm best date for Stakeholder feedback presentation Fife Council to enquire if Fife Renewables Innovation Centre (FRIC) is available. If not, identify and book an appropriate alternative Once date and venue are confirmed, PBA to issue invites PBA to contact Levenmouth Academy regarding potential engagement session	Fife Council Fife Council PBA PBA
3	LMRC Meeting	PBA to attend LMRC Action Committee meeting on 30 October 2018 on behalf of Transport Scotland	PBA
4	Transport Modelling	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 As part of this initial review of the model, PBA to provide details of how Fife LDP/future aspirations are represented in the model	TS / Fife Council PBA
5	Programme	PBA to update programme PBA to provide updated programme (in outline format) to Fife Council	PBA / TS PBA

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6	Reporting	<p>Fife Council to provide comments on Initial Appraisal: Case for Change report w/b 29 October 2018.</p> <p>The intention is to publish the Initial Appraisal Report aligned with the stakeholder engagement sessions (by the date of the session)</p> <p>Detailed Options Appraisal report [i.e. the final report] currently anticipated to be completed in early 2019 subject to routine technical risks</p>	<p>Fife Council</p> <p>TS</p> <p>TS</p>
7	Risk Register	PBA to update risk register with strategic risks prior to next progress meeting	PBA
8	Meetings	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]	PBA