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Meeting Title: Levenmouth Sustainable Transport Appraisal

Attendees: **Transport Scotland (TS):** Veronica Allan,
Fife Council (FC): John Mitchell, Gordon Mole
PBA: Paul McCartney, Chris Paterson

Apologies: Transport Scotland Alison Irvine

Date of Meeting: 14th May 2018

Job Number: 42753

Item	Subject	Actions
1.	<p>TS welcomed everyone to the meeting and as a first task checked that all outstanding actions from 27th March meeting had been undertaken. Outstanding actions remain as follows:</p> <ul style="list-style-type: none"> • TS to progress webpage. TS note that this is underway and with a fair wind should be available in the next 2 weeks • PBA to progress business and public surveys <p>FC noted that it would be useful to have minutes of meetings relatively soon after meetings end, and well in advance of the next scheduled progress meeting.</p>	<ul style="list-style-type: none"> • TS to develop project specific web page • PBA to develop draft business and public surveys
2.	<p>PBA detailed the progress of the engagement programme which had been undertaken to date. Essentially most face-to-face and telephone interviews have been undertaken, key gaps in the engagement programme are the public and business survey which will be pushed forward asap.</p> <p>Equality groups and discussions with TS were also noted as areas still to be progressed</p>	<ul style="list-style-type: none"> • PBA to draft public survey • PBA to draft business survey • PBA to work with Fife Council to identify key businesses • PBA to provide list of which elected officials attended workshops or had individual correspondence • Fife Council to identify equality groups who should be contacted • PBA and TS to work together to engage with appropriate TS departments
3.	<p>PBA provided a general overview of the key themes raised so far, including the social dimension which has been raised throughout the engagement programme</p>	
4.	<p>PBA noted that Councillor Davidson convened a meeting with PBA and Fife Council and suggested further engagement, supplementing what has been undertaken to date.</p>	<ul style="list-style-type: none"> • PBA to engage with headteachers and focus groups with pupils • PBA to include representatives of Wemyss family in the business engagement • PBA to include the joint links golf committee in the business engagement

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		<ul style="list-style-type: none"> PBA to include housing developers within the business engagement
5.	Aim to have Pre-appraisal Report to be completed in time for sign off by Parliament summer recess.	PBA to aim for pre-appraisal by mid June.
6.	Date of next meeting to be 19 June, 10:00 to 12:00, in PBA's Edinburgh Office	PBA to send round meeting request