

# MINUTES

**Meeting Title:** Levenmouth STAG Study, Progress Working Group Meeting

**Attendees:** Veronica Allan (Transport Scotland)

John Mitchell (Fife Council)

Gordon Mole (Fife Council)

Paul McCartney (PBA)

Graham Bell (PBA)

**Apologies:** Alison Irvine (Transport Scotland); Chris Paterson (PBA)

**Date of Meeting:** 19 June 2018

**Job Number:** 42753

Item	Subject	Action	Owner
1	Project Website	Transport Scotland to develop project specific website. Aim to obtain internal approval of draft text w/e 22 June 2018	Transport Scotland
2	Meetings	Transport Scotland to organise meeting with co-leaders mid-late July 2018	Transport Scotland
3	Stakeholder Engagement	Fife Council to retweet public travel survey through its official channels during run up to closing date	Fife Council
4	Stakeholder Engagement	PBA to update draft business survey [post meeting note: final draft of business survey issued 19 June 2018]	PBA
5	Stakeholder Engagement	Fife Council and PBA to agree shortlist of businesses to be contacted by 22 June 2018	Fife Council / PBA
6	Stakeholder Engagement	PBA to inform Fife Council when engagement with Levenmouth Academy is confirmed	PBA
7	Stakeholder Engagement	PBA to liaise with Transport Scotland during option development stage and engage with appropriate TS departments	PBA
8	Evidence Gathering	Fife Council to provide PBA with Fife vision/opportunities paper w/e 29 June 2018	Fife Council
9	Programme	PBA to issue working draft of Initial Appraisal report w/e 22 June 2018 and updated working draft in advance of meeting with co-leaders (mid-late July 2018)	PBA
10	Risk Register	PBA to develop project risk register prior to next Project Working Group meeting	PBA
11	Meetings	PBA to send diary placeholder for next monthly progress meeting [post meeting note: diary placeholder issued for 12 July 2018 at 10 am, in PBA's Edinburgh office]	PBA