

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) – in part

Apologies: Alison Irvine (Transport Scotland)

Date of Meeting: 16 August 2018

Job Number: 42753

Item	Subject	Action	Owner
1	Project Webpage	Transport Scotland to publish project specific webpage [post meeting note: project webpage now live https://www.transport.gov.scot/our-approach/strategy/levenmouth-sustainable-transport-study/].	Transport Scotland
2	Meetings	Transport Scotland to keep Project Working Group up-to-date on date/arrangements for meeting with co-leaders. Tentative timeframe is late-September.	Transport Scotland
3	Stakeholder Engagement	PBA to re-open business survey until Friday 24 August to accommodate signatories in LMRC charter [post meeting note: survey re-opened] Fife Council to liaise directly with LMRC regarding re-opening the business survey. Fife Council to arrange meeting with Silverline Manufacturing and Stuart's Bakers	PBA / Fife Council
4	Reporting	PBA to issue draft Case for Change report to Transport Scotland by Monday 20 August.	PBA
5	Risk Register	PBA to develop and circulate project risk register prior to next Project Working Group meeting.	PBA
6	Meetings	PBA to send diary placeholder for next monthly progress meeting [post meeting note: diary placeholder issued for 12 September 2018 at 10 am, in PBA's Edinburgh office].	PBA