From: Carolyn Smith Item 3.5

Sent: 13 March 2013 10:11 To: Veronica MacMillan

Subject: Transport Committee Meeting 19 March 2013

Dear Veronica,

Andy Neal would like to attend the Transport Committee Meeting taking place on 19th March and would like to make a duputation at the meeting. Can you please confirm this is possible. Can you also tell me the time and location of the meeting as I can't see these details online.

Regards,

Carolyn

Carolyn Smith PA to Andy Neal, Chief Executive