

ACTION LOG			Meeting: INEOS Site Community Forum Meeting					
Attendees: Janet Brown, Heath Ward Brian Howells, Heath Ward Ian Hartwell, Grange Ward Dorothy Boardman, Mersey Ward Sydney Broxton, Mersey Ward Campbell Riley, Mersey Ward Reg Eastup, Mersey Ward Noel Bell, Beechwood Ward Brian Porter, Palacefields Ward Tony Traynor, INEOS Chlor Roy Faragher, INEOS Chlor Darius Richardson, INEOS Chlor Craig Welsh, INEOS Chlor Janet Ward, INEOS Chlor Jill Saunders, EVC Roger Mottram, EVC Alan Leicester, INEOS Fluor Richard Longden, INEOS Fluor Helen Atkinson, INEOS Fluor			Date: Thursday 20th March 2003 Distribution: Attendees + Ken Sharratt, Runcorn Fire Station Gwen Scott, EA Ged Philbin, INEOS Chlor Cllr John Swain, Halton Borough Council Tegwyn Jones, Weston Primary School Linda Redhead, Beechwood Ward John Gilbert, Mersey Ward Sgt Andrew Delooze, Runcorn Police Denise Arnold, Halton Friends of the Earth Kate Cawley, Weston Point Primary School Dick Tregaea, Halton Borough Council Andrew Littlewood, EVC		Page	1	of	2
#	ISSUE	ACTION	RESP	COMPLETION DATE				
				Due Date	Status/Comments			
1	Public complaints	Notify resident representatives of any public complaints	INEOS Chlor	From w/c 30/09/02	ONGOING			
2	Members of the public attending Forum meetings	This suggestion should be reviewed in 12 months time	All	December 2003 meeting	To be carried forward to December 2003 meeting			
3	Contact telephone numbers on the Forum Briefing Note	Add telephone number for Brian Howells onto the next edition of the "Forum" news sheet	Communications Steering Group	Prior to June 2003 meeting	COMPLETE – these details have been added to the draft news sheet			
4	New cellrooms at Runcorn Site	Circulate the Non-Technical Summary for the new cellroom to the group prior to the planning application being submitted to Halton Borough Council	INEOS Chlor	As soon as is available	COMPLETE			
5	The Forum news sheet	Write the Forum news sheet to cover the September and December 2002 meetings and distribute to agreed pick-up points	Communications Steering Group	Prior to June 2003 meeting	News sheet in draft form ready for final approval			

6	Non-attendance	Make contact with non-attendees regarding future attendance at the Community Forum meetings and request that those who can't attend send apologies in advance of each meeting	Secretariat	Prior to June 2003 meeting	COMPLETE
7	Non-attendance	Add an item to future agendas to cover apologies, deputies and non-attendance	Secretariat	June 2003 meeting	COMPLETE
8	INEOS Chlor Community Relations	Send representatives details of the INEOS Chlor Community Outreach Programme	Secretariat	Prior to June 2003 meeting	COMPLETE
9	INEOS Fluor Community Relations	Issue outline plan as soon as it becomes available	INEOS Fluor	As soon as possible	Document not yet available. Carry forward to September meeting
10	INEOS Chlor Environmental Performance	Send out 2002 Environmental Performance booklet when printed	INEOS Chlor	As soon as possible	COMPLETE – available at the June meeting
11	Landfill Tax Credit Scheme	INEOS Chlor to liaise with Reg Eastup for potential schools grounds project	INEOS Chlor	As soon as possible	Janet Ward to discuss this with Reg Eastup at the June meeting
12	Beechwood Flooding Group	Supply contact details to Noel Bell for any future enquiries regarding this issue	INEOS Chlor	As soon as possible	COMPLETE
13	Action Log	Send out the action log for the previous meeting with future agendas	Secretariat	Ongoing	COMPLETE