

ACTION LOG		Meeting: INEOS Site Community Forum Meeting					
<b>Attendees:</b>  Janet Brown, Heath Ward Brian Howells, Heath Ward Brian Porter, Palacefields Ward John Gilbert, Mersey Ward Dorothy Boardman, Mersey Ward Sydney Broxton, Mersey Ward Campbell Riley, Mersey Ward Linda Redhead, Beechwood Ward Ian Hartwell, Grange Ward Tegwyn Jones, Weston Primary School Kate Cawley, Weston Point Primary School Vivien Mountford, Friends of the Earth		<b>Date: 26<sup>th</sup> September 2002</b>  <b>Distribution: Attendees +</b>  PC Dave Bamber, Runcorn Police Ken Sharratt, Runcorn Fire Station David Forster, EA Tony Traynor, INEOS Chlor Ged Philbin, INEOS Chlor Reg Eastup, Mersey Ward Dick Tregaea, Halton Borough Council John Swain, Halton Borough Council		<b>Page</b>	<b>1</b>	<b>of</b>	<b>3</b>

#	ISSUE	ACTION	RESP	COMPLETION DATE	
				Due Date	Status
1	Environmental performance offsite	Provide members with information about how we manage and measure our environmental performance offsite eg. measures taken to protect flora and fauna – put this on the December meeting agenda	Companies	Before December meeting	Information available at December meeting.
2	Site visit	Organise resident members site visit for those who wish to take part – circulate provisional dates to members	Secretariat	Arrange for October	Complete
3	Land maintenance off Sandy Lane	Ascertain with Civil Infrastructure when this land maintenance will be completed and confirm to John Gilbert	Janet Ward	ASAP	Complete
4	Complaints procedure	Issue final complaints procedure to members.	Secretariat	ASAP	Complete

4 (b)	Public complaints	Begin to notify resident representatives of any public complaints	Companies	From w/c 30/09/02	Ongoing
5	Attendance	Contact Reg Eastup to ascertain whether he will be attending future forum meetings	Janet Brown	Before next meeting	Outstanding?
6	'Forum' news sheet	Amend 'Forum' news sheet to reflect that both Linda Redhead and Brian Howells would prefer their contact details to be postal or e-mail rather than by telephone	Secretariat/Comms Sub Group	ASAP	Complete
7	Contact details	Re-issue contact details sheet to Forum with e-mail addresses updated. Increase size of print.	Secretariat	ASAP	Complete
8	Communications Steering Group material	Comments on the draft Forum news sheet and the election results letter should be sent to Janet Ward/Craig Welsh	Forum Members	Wed 2 <sup>nd</sup> October	Complete
9	Member profiles	Resident member profiles to be submitted to Janet Ward for inclusion with the election results letter to the community.	Forum Members	Wed 2 <sup>nd</sup> October	Complete
10	Election results letter and Forum news sheet	Issue to wider community	Secretariat	Early October	Complete
11	Forum news sheet	Finalise the list of distribution/pick-up points for the Forum news sheet	All	Before next edition of 'Forum' news sheet	Provisional list distributed to members at December meeting for comment by 3 <sup>rd</sup> January 2002
12	Ward maps	Produce a ward map/diagram/information for each representative to remind members of the areas they cover	Secretariat	ASAP	Complete
13	INEOS Chlor Boiler Project planning application	Send members the Non-Technical summary document as soon as possible.	INEOS Chlor	ASAP	Complete
14	INEOS Fluor Planning	Send a copy of INEOS Fluor's Non-Technical	INEOS Fluor via	ASAP	Complete

	Application	Summary for the Vents Treatment planning application to all Forum members	Secretariat		
15	Halton Borough Council contaminated land document	Obtain and send copies of the Halton Borough Council contaminated land document (full version) to all members – point out Appendix 5 123-133 inclusive	Secretariat	ASAP	Complete
16	December Agenda	Agenda item for December to discuss contaminated land in Runcorn	Secretariat	For December meeting	Complete
17	December Agenda	Agenda item for December to discuss 2003 meeting dates	Secretariat	For December meeting	Complete
18	Red dust offsite	INEOS Chlor to make further investigations into the presence of red dust in the residential area and report back to Forum representatives in Mersey Ward	Companies	ASAP	Ongoing – investigations are ongoing. Carry over to March 2003 meeting
19	Non-attendees	Circulate information to non-attendees	Secretariat	ASAP	Complete