

ACTION LOG			Meeting: INEOS Site Community Forum Meeting				
Attendees: Reg Eastup, Mersey Ward Ian Hartwell, Grange Ward Campbell Riley, Mersey Ward Brian Howells, Heath Ward John Gilbert, Mersey Ward Brian Porter, Palacefields Ward Tegwyn Jones, Weston County Primary School PC Neil Burdekin, Runcorn Police Dick Tregaea, Halton Borough Council Cllr John Swain, Halton Borough Council Roy Faragher, INEOS Chlor Craig Welsh, INEOS Chlor Roger Burton, INEOS Chlor Janet Ward, INEOS Chlor Jill Saunders, EVC Alan Leicester, INEOS Fluor Richard Longden, INEOS Fluor Helen Atkinson, INEOS Fluor			Date: Thursday 11 th December 2003 Distribution: Attendees + Sydney Broxton, Mersey Ward Linda Redhead, Beechwood Ward Janet Brown, Heath Ward Ken Sharratt, Runcorn Fire Station Catherine Shaw, Environment Agency Denise Arnold, Halton Friends of the Earth Tony Traynor, INEOS Chlor Andrew Littlewood, EVC Roger Mottram, EVC Miss Curphey, Weston Point Primary School	Page	1	of	1
#	ISSUE	ACTION	RESP	COMPLETION DATE			
				Due Date	Status/Comments		
1	The Forum news sheet	Following discussion at the meeting, the Forum agreed that future news sheets would be written and circulated when enough material had been collected, rather than after each meeting	Communications Steering Group	Ongoing	Review at the end of each meeting		
2	The Forum news sheet	Draft an article highlighting the recent issues of litter problems and fly tipping in the local community	Roger Burton	1 st March 2004	COMPLETE		
3	Communication with Clifton Village	Make contact with Yvonne Sharrock and Peter Rowley to identify drop-off points in Clifton Village for the Forum news sheet	Secretariat	11 th March 2004	COMPLETE – Yvonne Sharrock offered to distribute newsletters to Clifton on behalf of the forum.		
4	Communication with Clifton Village	News sheet drop-off points in Clifton Village to be added to the distribution list	Secretariat	11 th March 2004	COMPLETE - distribution list updated and available at the meeting.		
5	Heath ward communication issues	Letter to be sent to Heath Ward representatives regarding the communication issues raised by a local councillor in a meeting with Craig Welsh	Craig Welsh	11 th March 2004	Update to be provided at the meeting		
6	The Forum news sheet	It was agreed that a newsletter needed to be issued as soon as possible to cover discussions of the last couple of meetings. A draft issue to be sent to the group.	Secretariat	1 st March 2004	Newsletter ready for approval		
7	Future agenda item	A short slot to be added to the March meeting agenda for Halton Borough Council to do a presentation about where the chemical sector sits within the regional economic strategy	Dick Tregaea to arrange	11 th March 2004	COMPLETE – agenda item being covered at March meeting.		
8	Re-election of the Chair	Nominations to be for the new Chair to be sent to the Secretariat	All	1 st March 2004	COMPLETE - No nominations received		
9	Re-election of the Chair	Add an item to the March agenda to discuss nominations for the new Chair	Secretariat	11 th March 2004	COMPLETE		