

ACTION LOG			Meeting: INEOS Site Community Forum Meeting				
<b>Attendees:</b> Brian Howells, Heath Ward Bill Rathbone, Heath Ward John Gilbert, Heath Ward Dorothy Boardman, Heath Ward Ralph Owen, Mersey Ward Linda Redhead, Beechwood Ward Steve Pritchard, Frodsham Ward Ian Hartwell, Grange Ward Brian Porter, Halton Lea Ward Noreen Curphey, Weston Point Primary School Dick Tregoea, Halton Borough Council Jon Hardman, Frodsham Weaver Vale County Primary Craig Welsh, INEOS Chlor Alan Leicester, INEOS Fluor Helen Atkinson, INEOS Fluor Jill Saunders, EVC			<b>Date: Tuesday 28<sup>th</sup> September 2004</b>  <b>Distribution: Attendees +</b> Reg Eastup, Mersey Ward Sydney Broxton, Mersey Ward Campbell Riley, Mersey Ward Cllr John Swain, Halton Borough Council Frank Pennington, Frodsham Ward Ken Sharratt, Runcorn Fire Station PC Neil Burdekin/PC Ian Sefton, Runcorn Police Catherine Shaw, Environment Agency Denise Arnold, Halton Friends of the Earth Rupert Adams, Vale Royal Borough Council Tony Traynor, INEOS Chlor Roy Faragher, INEOS Chlor Janet Ward, INEOS Chlor Richard Longden, INEOS Fluor Gary Hemingway, EVC Tegwyn Jones, Weston 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	Include a piece in the news sheet (when appropriate) requesting ideas from the local community for the Cheshyres Lane area once the Genesis project has been completed	Richard Longden	Ongoing	Carry forward to next meeting		
3	Project Genesis	INEOS Chlor to communicate to the Forum when plans for the Cheshyres Lane football field are known	Roger Westwood	Complete	Complete		
4	Newsletter	Once the draft newsletter is complete send to the Communications Sub-Group representatives for approval	Richard Longden	End October	Complete		
5	Thanks to PC Neil Burdekin	Send letter of thanks to Neil for his input to the Forum and particularly the Vandalism Sub-Group	Secretariat	End October	Complete		
6	Feedback on non-attendance letter	Please forward any comments on the letter to Craig Welsh	All	By end of week commencing 4 <sup>th</sup> October	Complete		
7	Cheshyres Lane	Clarify with Tony Traynor plans for Cheshyres Lane with regards to Genesis and consider whether the area could be developed for community benefit if a request from the community was received	Craig Welsh/Roger Westwood	End of October	Complete – see letter dated 27 <sup>th</sup> January 2005		
8	Schools programme	Speak to Noreen Curphey of Weston Point Primary School to discuss ideas for education for younger children	John Gilbert	End of October	Complete		

9	Site visits/open days	Companies to consider options for getting more people on to Runcorn Site	Companies	Feedback at December meeting	Complete – see letter dated 27 <sup>th</sup> January 2005
10	Emergency response procedure	Pass on information to Weaver Vale Primary School	Secretariat	End of October	Complete
11	Provision of information to the public regarding off-site and on-site incidents on Runcorn Site	Include an agenda item for the December meeting to discuss mechanisms for informing the public of incidents that occur on Runcorn Site that have an off-site impact	Secretariat	16 <sup>th</sup> December 2004	Complete – see letter dated 27 <sup>th</sup> January 2005