

ACTION LOG		Meeting: INEOS Site Community Forum Meeting					
Attendees: Brian Howells, Heath Ward Rev'd Colin Gordon-Farleigh, Heath Ward Dorothy Boardman, Heath Ward Reg Eastup, Mersey Ward Campbell Riley, Mersey Ward Frank Pennington, Frodsham Ward Lionel Rimmer, Frodsham Ward Ian Hartwell, Grange Ward Brian Porter, Halton Lea Ward Noreen Curphey, Weston Point Primary School Chris Bayne, Weston Point Primary School Dick Tregaea, Halton Borough Council Janet Ward, INEOS Chlor Roy Faragher, INEOS Chlor Roger Westwood, INEOS Chlor Alan Leicester, INEOS Fluor Richard Longden, INEOS Fluor Jill Wilkinson, EVC		Date: Thursday 10 th March 2005 Distribution: Attendees + Sydney Broxton, Mersey Ward John Gilbert, Heath Ward Linda Redhead, Beechwood Ward Steve Pritchard, Frodsham Ward Cllr John Swain, Halton Borough Council Ken Sharratt, Runcorn Fire Station PC Neil Burdekin/Beth Mullen, Runcorn Police Catherine Shaw, Environment Agency Denise Arnold, Halton Friends of the Earth Rupert Adams, Vale Royal Borough Council Jon Hardman, Frodsham Weaver Vale County Primary Tegwyn Jones, Weston Primary School Craig Welsh, INEOS Chlor Tony Traynor, INEOS Chlor Helen Atkinson, INEOS Fluor Gary Hemingway, EVC		Page	1	of	2

NO	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	Resignation of Bill Rathbone	Send a letter to Bill Rathbone on behalf of the INEOS Site Community Forum thanking him for his contribution	Secretariat	Complete	
4	Publicising the Forum's existence	Try to get an article published in the Runcorn Weekly News highlighting the existence and purpose of the INEOS Site Community Forum	Reg Eastup/Secretariat	Incomplete	Reg Eastup to provide an update at June meeting
5	The Forum news sheet	The next edition of the Forum news sheet should include articles on the following topics: <ul style="list-style-type: none"> - Progress report on Project Tiger - Progress report on Project Genesis - Encouraging local residents to input into the Forum via their representatives - Residents questionnaire 	Richard Longden/ Communications Sub Group	Ongoing	A first draft of the newsletter will be available by Thursday 30 th June and will include appropriate news items from the June meeting.

6	The Forum news sheet distribution points	Representatives to review the Forum newsletter distribution points and provide amendments and additions (eg. churches and residents associations) to the Secretariat for inclusion	All representatives	Complete	No amendments or additions received from representatives
7	The Forum news sheet	Where appropriate resident representatives are encouraged to write articles for inclusion in the Forum news sheet	All representatives	Ongoing	None received to date
8	Future Forum meeting dates	Review the future meeting dates with a view to moving the dates that are scheduled for busy periods e.g. summer holidays and Christmas	Secretariat	Complete	Complete – availability obtained but further discussion required on the principle of moving meeting dates - as requested by John Gilbert
9	Regular agenda item	Include a regular agenda item for the end of the year/beginning of the year to cover the businesses' forecast and previous years review	Secretariat	Complete	These agenda items have been added to the forward agenda plan
10	Links with the ward councillors	NOTE - Dick Tregoe offered to be the link between the resident representatives and the ward councillors	Dick Tregoe	Ongoing	