

ACTION LOG		Meeting: INEOS Site Community Forum Meeting					
Attendees: Brian Howells, Heath Ward Glynn Williams, Heath Ward Keith Davies, Beechwood Ward Reg Eastup, Mersey Ward Sydney Broxton, Mersey Ward Steve Pritchard, Frodsham Ward Janet Clein, Halton Lea Ward Ralph Owen, Mersey Ward Dr Andrew Tarr, Frodsham Ward (Deputy) Dorothy Boardman, Heath Ward (Deputy) Joseph Rigby, Grange Ward (Deputy) Ron Jackson, Heath Ward (Deputy) Rev'd Beth Gardner, St John's Parish, Weston Dick Tregoea, Halton Borough Council Craig Welsh, INEOS ChlorVinyls Janet Ward, INEOS ChlorVinyls Jenny Doyle, INEOS ChlorVinyls Paul Daniels, INEOS ChlorVinyls Louise Calviou, INEOS ChlorVinyls Ron Roscher, INEOS Fluor Helen Atkinson, INEOS Fluor		Date: Wednesday 19th September 2007 Distribution: Attendees + Frank Pennington, Frodsham Ward Peter Buckley, Grange Ward Ian Garner, Heath Ward Lionel Rimmer, Frodsham Ward (Deputy) Maxine Henderson, Mersey Ward (Deputy) John Verry, Cheshire Fire Service Paula Davies, Runcorn Police Catherine Shaw, Environment Agency Denise Arnold, Halton Friends of the Earth Tegwyn Jones, Weston Primary School Noreen Curphey, Weston Point Primary School Cllr Stef Nelson, Halton Borough Council Rupert Adams, Vale Royal Borough Council Kate Davis, Vale Royal Borough Council Jon Hardman, Weaver Vale County Primary School Tony Moorcroft, INEOS ChlorVinyls Ged Philbin, INEOS ChlorVinyls		Page	1	of	2
NO	ISSUE	ACTION	RESP	COMPLETION DATE			
				Due Date/Status	Comments		
1	Proposed Energy from Waste plant	Consider inviting 1 or 2 Community Forum resident representatives to an INEOS ChlorVinyls visit to an existing Energy from Waste plant in Belgium.	Ian Barlow/Project team	September meeting	No visit planned at present		
2	Meeting information	All future meeting information to be provided to deputy representatives in addition to permanent and non-resident representatives to ensure continuity for deputies.	Secretariat	Ongoing	ONGOING		
3	Companies SHE performance	Resident representatives requested that the Companies provide an update on SHE performance on a 6 monthly basis – the next update will be at the January meeting and this will be added as an agenda item.	Secretariat	January meeting	Complete		
4	Update on INEOS	Resident representatives requested that updates on INEOS be provided at future meetings.	Richard Longden	ONGOING	Review on a regular basis		
5	Actions from last meeting	Actions from the previous meeting (19 th July 2007) were accepted by all representatives.	N/A	COMPLETE	No further action required		
6	Election of Deputy Chairman	Brian Howells was duly elected as Deputy Chairman.	N/A	COMPLETE	No further action required		
7	Alternative ways for electing new representatives when this 5 year term is up	<ul style="list-style-type: none"> A discussion took place about alternative methods of securing new representatives at the end of this 5-year term, one suggestion for consideration was co-option. It was agreed that data regarding vulnerable wards in terms of representatives would be circulated. Agree a way forward nearer to the time. 	Secretariat	End of October	<ul style="list-style-type: none"> Complete Complete Carry forward 		

8	Ways to encourage interest in the Forum by the local community	<p>It was agreed to try the idea of holding surgeries for the local community, in addition to the normal meetings. Dates for surgeries will be agreed at the next meeting and could be held at Churchill Hall (with refreshments) and be advertised in the local newspapers. It will be necessary to hold a separate surgery for Frodsham Ward – venue to be agreed.</p> <ul style="list-style-type: none"> • Include an agenda item for discussion at the next meeting. 	Secretariat	January meeting	Complete
9	Proposed Energy from Waste plant	<ul style="list-style-type: none"> • Copies of the INEOS planning application (briefing and supplementary documents) will be issued to all representatives by INEOS ChlorVinyls. • The Halton Borough Council document will also be sent to all representatives by INEOS ChlorVinyls. • Provide representatives with simple examples/fast facts that are relevant to the EfW project. • Provide a table relating to other plants in Europe. 	INEOS ChlorVinyls INEOS ChlorVinyls Craig Welsh Craig Welsh	End of October End of October End of October End of October	Complete Complete Complete Complete
10	Non-attendance of Permanent Resident Representatives	<p>Following a discussion it was agreed that Permanent Resident Representatives who have not attended the last 3 meetings will be removed from the Forum as a result of non-attendance in accordance with the Terms of Reference. The Deputy Resident Representatives for those wards affected will be asked to become Permanent Resident Representatives.</p> <p>Appropriate correspondence will be issued to relevant representatives.</p>	Secretariat	End of October	Complete
11	Non-attendance of Non-Community Representatives	No action to be taken.	N/A	COMPLETE	No further action required
12	Change of meeting day	A discussion took place regarding the decision to change the meeting day to Wednesdays, it was agreed to continue with Wednesdays until further notice. Further discussions may take place in the future.	N/A	COMPLETE	No further action required
13	Any Other Business	A reminder was made to all Permanent Resident Representatives to put relevant items on the agenda when appropriate.	N/A	ONGOING	No further action required
14	Plant Tour	<p>It was agreed that it might be useful for those representatives who have not previously visited Runcorn Site to attend a Site Visit.</p> <p>An agenda item will be added for the next meeting to discuss possible dates and attendance.</p>	Secretariat	Next meeting	Complete
15	Date of next meeting	The next meeting will be held on Wednesday 30 th January 5.30pm for a 6pm start at The Conference Centre, SOG, The Heath.	N/A	COMPLETE	No further action required