

HUNTINGTON LANE SURFACE MINE SITE  
Community Liaison Committee – Communication Policy version 1.

Communication of the latest status of the coal mine to the local residents will be by means of regular newsletters and information on the Little Wenlock Parish Council web site [www.littlewenlock.org](http://www.littlewenlock.org).

#### NEWSLETTER

Normally the Committee will submit an article to the regular bi-monthly Community Newsletter. This would be a snapshot of key issues with a pointer to the website for more information if required. Occasionally, if circumstances warrant, it will produce its own newsletter to inform the residents of any urgent developments.

The following information will be included in the newsletter as and when applicable –

- Progress report on the site (from UK Coal);
- Decisions made by the CLC;
- Contact information for the CLC;
- Updates on footpath closures;
- Natural history reports/archaeological reports;
- Disbursements from the Community Funds;
- Other relevant information;

#### WEBSITE

The CLC will have its own pages on the Little Wenlock Website which will include, among other things,

- Full list of committee members, their contact information and their area of special interest (if any);
- The contents of the original planning CD;
- Rights of way information;
- Minutes of meetings;
- Dates of meetings;
- Grant application form and criteria;

The Committee will nominate one or two members as a focal point for collating information, writing articles for the Community Newsletter and liaising with the Little Wenlock Webmaster.

The CLC Chair will be the contact point for outside agencies, such as T&W council, UK Coal or Shropshire Wildlife who may wish to pass urgent information to the other members of the committee. He/she should also be the contact point if any resident has a particular question or comment to be addressed to the committee.

As it will be the responsibility of UK Coal and Telford and Wrekin to deal with any complaints, the committee will only publish summary status such as how many complaints have been received and how quickly they were dealt with.