

Anglian Water – a proposed reservoir in Lincolnshire

Community Liaison Group - Terms of Reference

Project overview	Anglian Water is proposing a new reservoir in Lincolnshire that will secure water supply to our customers for future generations. The reservoir will store water so it's on tap when we need it, meeting the challenges of a changing climate and a growing population. We expect the proposed reservoir to supply up to 169 million litres of water per day to 500,000 homes throughout the year. As a Nationally Significant Infrastructure Project, there are several key milestones for the project to hit before we hope it's supplying water from 2039 at the earliest. We are currently in the pre-application stage and have held two phases of consultation since 2022. We will hold at least one more consultation, and our aim is to submit our Development Consent Order application in 2028/2029, with construction to start from 2031/32. Further information on the project can be found at: www.lincsreservoir.co.uk/
Introduction	The Community Liaison Group (CLG) for the Lincolnshire reservoir project brings together representatives from the community to meet with the project team. The meetings will be organised by Anglian Water and will provide a forum of discussion on all matters relating to the reservoir including design, community consultation and project progress. The first meeting was held in September 2023 and meetings will continue for the duration of the project, from planning to construction. This will help us continue an open dialogue with the communities we serve and gain useful public knowledge.

Purpose and function	The purpose of the CLG is to provide a forum for discussion between the project team and local community representatives on project progress, where questions can be raised and answered. The CLG will play a role in highlighting areas where communities require information and engagement, as well as the best methods to make this as effective as it can. This includes best practice when communicating key project updates and relevant information, advising on groups to engage with and identifying any existing community communications initiatives we can contribute to. It is expected that members of the CLG will effectively represent their community's interests, and will accurately relay information from the meetings to their respective communities. The main aims of the meeting are to: • Provide a forum of discussion for the duration of the Lincolnshire reservoir project • Allow for regular sharing of information on the project's progress • Deliver key project updates to the community • Give the communities we serve regular opportunities to engage with the project, outside of consultation
Structure and membership	Membership of the CLG is on an invitation basis. We have extended invitations to representatives from a cross-section of the community who may have interests in the project's approach and delivery, in their capacity as a community authority. This includes: • Parish Councils • Local conservation and environment groups • Local community organisations and networks including religious, youth and leisure groups No more than two representatives from each group are expected to attend, and all representatives must contribute on behalf of their respective group rather than their own views of the project. If a representative leaves the role in their organisation that made them eligible to participate in the CLG, their membership of the group will end. The organisation can then choose to put forward a new representative, should they choose to remain involved. If more than two meetings in a row are missed, this will open a discussion on continued membership of the CLG.

	The meetings will be managed by the appointed independent Chair. The matter of selecting a Chair was discussed at the first meeting, and was followed by a nominations process and subsequent vote to elect a Chair. The incumbent Chair's tenure will be reviewed once the maximum of three years has been served - though their role can be extended beyond the initial term, subject to agreement with the members.
Expectations	To ensure the CLG remains valuable and constructive, we ask everyone to adhere to the following expectations: • Follow the Chair's guidance during discussions, including when to contribute or ask questions, so conversations can remain structured and on track. • Allow others to speak without interruption and avoid behaviours that disrupt the flow of the meeting. • Engage respectfully with fellow members and the project team, recognising the value of all viewpoints. • Participate within the scope of the role for which you were invited, keeping contributions relevant to the purpose of the group and not to fulfil or promote personal interests. • Attend meetings regularly and come prepared, so discussions can progress efficiently and consistently.
How the meeting will run	The CLG will aim to meet quarterly, though to ensure meetings are valuable, this will be subject to there being sufficient information to share. Meetings will be held at a suitable venue near the main reservoir site. Meeting venues will ideally be discussed and agreed at the meeting prior. Anglian Water can also host meetings virtually, but this format will only be used if the group collectively agrees it is the preferred approach. An agenda will be provided to all invitees a week in advance of the meeting. The Anglian Water project team are responsible for the coordination of the meetings, and will act as the secretariat for the CLG. This will include the preparation of all agendas, meeting minutes and management of attendees. The Chair will be responsible for managing the discussion, fielding questions and overseeing participation in the forum. The secretariate will ensure the Chair is provided with the relevant materials for each meeting. As a minimum, each meeting will cover: • Review of previous meetings minutes • An update on progress from the project team

	• Discussion forum on these updates • Additional questions / AOB Detailed minutes will be kept as the official record of each CLG meeting and will be distributed to attendees within 20 working days. After attendees have reviewed the minutes, a summary will be published on the project website, alongside the presentation and agenda. Named individuals will not appear in the published summary, but the organisations represented at the meeting will be listed. It is expected that, once the meeting summary is published on the project website, members will use this as the update to their respective groups. The detailed minutes are intended for CLG members only, as they may contain information that requires additional context and may not be suitable for wider audiences.
The Role of the Chair	The elected Chair is someone who can act without bias in matters relating to the CLG, and should understand the responsibilities of chairing a meeting.