

Proposed Terms of Reference
Anglian Water – A proposed reservoir in the Fens
Community Liaison Group

Project overview	Anglian Water and Cambridge Water are proposing a new reservoir in the Fens 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 87 million litres of water per day, enough for 250,000 homes. As a project of national significance, there are several key milestones for the project to hit before it's supplying water from 2036 at the earliest. The project is currently in its pre-application phase. This will culminate in the submission of a planning application (Development Consent Order or DCO) to the Planning Inspectorate, which will then undergo examination, before a final decision is made by the Secretary of State for Environment, Food and Rural Affairs. Construction of the project is expected to commence within two years of this decision. Further information on the project can be found at: https://www.fensreservoir.co.uk/
Introduction	The Community Liaison Group (CLG) for the proposed reservoir in the Fens brings together representatives from the local community to meet with the project team at regular meetings. The meetings will be run by Anglian Water and Cambridge Water and will cover a range of topics relating to the reservoir including design, community consultation and project progress. The first meeting was held in Autumn 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 community liaison group 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 happen. This includes best practice when communicating key project updates and relevant information,

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	advising us 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 communities' 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 Fens 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. Membership 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 represent their respective group rather than their own opinions of the project. 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 Chair. The Chair will be elected for two years and will be chosen by the project team and CLG members.
Expectations	To ensure that our meetings remain 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.

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How the meeting will run	The CLG will aim to meet quarterly, however to ensure meetings are valuable, this will be subject to there being sufficient information to share. Meetings will be held at different venues across the main reservoir site area on a rotating basis. Meeting venues will ideally be discussed and agreed prior to the meeting. An agenda will be provided to all invitees a week before the meeting. The Anglian Water project team are responsible for the coordination of the meetings, and will act as the secretariat for all CLG meetings. This will include the preparation of 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 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 continue to be listed. It is expected that, once the meeting summary is published on the project website, members will use this to provide an 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.
Other	Any proposed updates to these Terms of Reference will be shared with CLG members for comments before being finalised.