

# Terms of Reference for the Havant Thicket Reservoir Community Advisory Stakeholder Group

## Introduction

Portsmouth Water originally purchased the Havant Thicket Reservoir site as a potential location for a new reservoir in the mid-1960s.

A Stakeholder Forum was set up in 2008, following a significant consultation into the development of a reservoir at the Havant Thicket site. The forum has sat at regular intervals while the current reservoir plans have been drawn up. It has played a key role in testing and shaping the developing scheme components, whilst also building support from regulators and a range of other stakeholders.

Following the submission of planning applications for Havant Thicket Reservoir in October 2020, a proposal was put to the Stakeholder Forum at its December 2020 meeting to split the forum into two, more specialist groups. The number of stakeholders actively involved in the project was increasing, with a diverse range of issues to be addressed. It was agreed during the meeting that two stakeholder groups would provide more effective platforms for raising and addressing stakeholder concerns and issues, as the reservoir and related schemes move from design and development, through to delivery and operation.

## Purpose

The purpose of the two groups is to ensure that stakeholder views are understood and properly considered during the on-going design, construction and operation of the Havant Thicket Reservoir.

The two groups are:

- **The Community Advisory Group**
- **The Strategic Advisory Group**

The **Community Advisory Group** will

- Support highly effective community engagement and participation for the reservoir and related schemes. The group will provide clear channels of communication for local communities during design, construction and operation of the site, including the visitor's centre and the wetland area.
- Ensure that opportunities around education, skills development and local job creation are maximised.

The **Strategic Advisory Group** will:

- Provide strategic oversight, with a focus on 'principles, processes and performance'. The group will support the timely progression of the reservoir and related schemes, including strategic planning decisions, delivery of planning conditions and regulatory milestones.
- Focus on the sustainability impacts and benefits of Havant Thicket Reservoir. The group will help shape, support and scrutinise the delivery of the project's environmental, social and economic mitigation and compensation strategy.

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The two groups will be chaired by a single Independent Chair supported by the Havant Thicket Project Team and wider Portsmouth Water staff.

## Governance

### Role of the Community Advisory Group

The role of the Community Advisory Group is to provide a forum for local community groups and representatives to raise and resolve local issues which relate to the design, development, construction and on-going management of the reservoir site.

Key roles include community involvement in shaping core aspects of the project, such as the detailed design for the visitor centre, finalising the design and overseeing the construction of the new wetland area and shaping the environmental mitigation works. Community liaison during construction will be of paramount importance.

The group will also focus on the provision of educational opportunities for local young people, together with skills development and job opportunities for local people and opportunities for local businesses.

The group will help maintain a focus on the well-being of local communities at every stage of the reservoir scheme. It will be instrumental in developing approaches, signalling issues and communicating with local residents and businesses.

The group will supplement the more detailed engagement that needs to take place on an individual basis with certain members. It will help to support highly effective community engagement and participation in the reservoir scheme, making sure there are clear channels of communication for local communities. It is an advisory group not a decision-making body. Any challenges will use the escalation route defined below if needed.

### Composition of the Community Advisory Group

#### **Independent Chair**

The role of the independent chair is to ensure that:

- The representation on the Community Advisory Group provides the level of scrutiny required to ensure the project is accepted and seen as a success by the local community, local community organisations and the general public
- The key issues raised by the Community Advisory Group are addressed by the Working Group / Project Team / Portsmouth Water.

The Independent Chair is appointed for an initial term of one year which can be extended annually by mutual agreement.

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## **Community Advisory Group Manager**

The role of the Community Advisory Group Manager is to ensure that the necessary level of support is provided to the group for its successful functioning. The support is to be provided by the Havant Thicket Reservoir Project Team and / or Portsmouth Water

## **Community Advisory Group Members**

The membership of the Group will be kept under review to ensure it continues to represent the key stakeholder organisations involved with, and impacted by, the project. Membership of the Advisory Group will be at the discretion of the independent chair and the executive management team of Portsmouth Water in consultation with group members as appropriate.

The current list of member organisations to be represented is attached in Appendix A.

## **Attendance**

Not all members will attend all meetings, it will depend on the agenda topics. Should a stakeholder representative be unable to attend, they may arrange for a substitute to attend the meeting.

## **Meeting Arrangements for the Community Advisory Group**

The Community Advisory Group will meet 3-4 times a year with the Havant Thicket Reservoir Project Director, their team and Portsmouth Water Executive Team members and employees. In addition, subject to approval by the members of the group, there will be a pre-meeting 4-6 weeks in advance of the main formal meeting. This will involve members of the Community Advisory Group, excluding Portsmouth Water and the Havant Thicket Reservoir Project Team, and will be used to identify the key issues to be raised and addressed in the formal meeting. Both the group's pre-meeting and main meetings will be chaired by the Independent Chair.

Agendas and pre-reading for the formal meetings will be circulated approximately one week before the meetings. The group will maintain an issues log which will record issues, opportunities, potential risks and mitigating actions where appropriate.

Minutes of meetings will be circulated to both Havant Thicket Reservoir stakeholder groups and published in the Havant Thicket Reservoir section of the Portsmouth Water website. Comments in the minutes will not be attributable to individuals, in order to promote open discussion.

## **Escalation Process**

The Advisory Group has no executive decision-making authority. Where matters arise through the Advisory Group that require any executive decision then the escalation route is through the Independent Chair to the Project Director and / or the CEO of Portsmouth Water, either directly or through regular meetings as appropriate. Ultimately the Board may be required to make any significant decisions on this key project.

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## Appendix A – Community Advisory Group Attendee List

Membership for the Community Advisory Group includes:

- Local Ward Councillors - County, Borough, District and Parish
- Havant Borough Council / East Hants District Council community officers
- Hampshire County Council (Staunton Country Park team)
- Forestry England (local team)
- Community groups (e.g. Friends of Staunton Country Park, local representatives from Ramblers Association, Cycling UK, British Horse Society, Community First, residents associations, CAB, angling society, Rowlands Castle Historical Society)
- Local police and fire representatives
- Local schools
- Local environmental groups (e.g. Horndean Protection Group, Friends of Hermitage Stream, Frog Life, Havant Climate Alliance)
- Other local groups (e.g. Scouts)
- Local church groups
- Local campaign group Stop the Chop
- Local business forum representatives.