

**Cranbrook
Town Council**



Terms of Reference

for:

Asset Delivery Working Group (page 1)

Safety Working Group (page 2)

Asset Delivery Working Group

Terms of Reference

1. Work in partnership with other public, private and voluntary sector partners to facilitate/secure the delivery of community assets, facilities and services.
2. Agree with partners, including Devon County Council, East Devon District Council and the Consortium, the scope of the Town Council's role in the process of asset delivery.
3. Engage in the design and specification of infrastructure and facilities, with the aim of securing the highest quality possible and the most appropriate facilities for Cranbrook.
4. Monitor and support the delivery of Section 106 Agreements and assets.
5. Explore funding sources with potential to further fund higher specification facilities, including the potential for the Town Council to fund/part fund the delivery of assets.
6. Identify initial funding and feasibility of assets in respect of Town Council ownership or not.
7. Explore the suitability of existing Section 106 agreed facilities in line with the new expected growth of Cranbrook (see Masterplan).
8. Involvement where possible in the next Section 106 discussions relating to the future phases on Cranbrook.
9. The working group is not a Council committee and will refer to the Town Council for decisions.

Safety Working Group

Terms of Reference

1. To review health and safety policies and risk assessments and to make recommendations to the Town Council.
2. To review the Risk Management Strategy and risk register, adding new risks where necessary and appropriate and to make recommendations to the Town Council.
3. To review the Emergency Plan and make recommendations to the Town Council.
4. The Working Group consists of three Councillors and the Town Clerk.
5. The Working Group will meet six monthly, or more frequently if considered necessary.
6. The Working Group is not a Council committee and will refer to the Town Council for decisions.