

# Public Document Pack

## ***CHADDERTON TOWN BOARD AGM Draft Minutes***

Date           Monday 30 June 2025

Time           1.00 pm

Venue          Virtual Meeting – Microsoft Teams

### Item No

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## Minutes

MEETING: Chadderton Town Board (Plan for Neighbourhoods)

DATE: 30 June 2025

VENUE: Virtual meeting on Microsoft Teams

TIME: 13:00

<b>BOARD MEMBERS PRESENT</b>	Aldred, Sarah	Director of Customer Experience, First Choice Homes Oldham
	Ashraf, Kashif	Oldham President, Greater Manchester Chamber of Commerce
	Consterdine, Neil	Director of Communities, Oldham Council
	Lockwood, Stuart	Chief Executive, Oldham Community Leisure
	McLaren, Colin ( <b>Vice-Chair</b> )	Chair, Chadderton Together Community Group
	Nugent, Martin	Senior Policy and Partnership Officer, Safer and Stronger Communities, Greater Manchester Combined Authority
	Shuttleworth, Councillor Graham	West District Community Lead and Councillor for Chadderton South, Oldham Council
	Taylor, Catherine	Oldham Partnership Manager, Department for Work and Pensions
	Taylor, Councillor Elaine	Deputy Leader, Oldham Council
	Windsor-Welsh, Laura ( <b>Chair</b> )	Oldham Director, Action Together CIO
<b>OTHERS PRESENT</b>	Cotton, Maria	Assistant Director for Property, Investment and Place Making, Oldham Council
	Holt, Lorna	Representative, Office of MP Jim McMahon
	Longsdan, Angela	District Co-ordinator for Oldham West (Werneth and Chadderton), Oldham Council
	Penn, Jennifer ( <b>Minutes</b> )	Place Making Manager, Oldham Council
<b>APOLOGIES RECEIVED</b>	Freaney, Nicky	North West Group Employer and Partnership Manager, Department for Work and Pensions
	Jordan, Simon	Principal and Chief Executive, Oldham College
	Mathieson, Estelle	District Commander Oldham, Greater Manchester Police
	McMahon, MP Jim	MP, Oldham West, Chadderton and Royton
	Shah, Councillor Arooj	Leader, Oldham Council

### 1. Welcome and housekeeping (Chair)

Housekeeping matters were covered, and members were welcomed.

### 2. Introductions and apologies for absence (Chair)

Introductions were made and apologies noted.

### 3. Notice of any urgent business to be accepted onto the agenda and reasons for that urgency (Chair)

No items were proposed.
<b>4. Procedural business and any items accepted as urgent business (Maria Cotton / Chair)</b>
<p><b>i) Declarations of interest</b></p> <p><b>ACTION:</b> Jennifer Penn to invite Board members to refresh the register of interests so that a new version can be published online at <a href="http://www.oldham.gov.uk">www.oldham.gov.uk</a>.</p> <p><b>ii) Appointment of Chair and Vice-Chair</b></p> <p>The Board accepted two nominations for the positions over the next 12 months: Laura Windsor-Welsh for Chair (nominated by Kashif Ashraf and seconded by Stuart Lockwood), and Colin McLaren for Vice-Chair (nominated by Councillor Elaine Taylor and seconded by Kashif Ashraf).</p> <p><b>iii) Confirmation of Secretariat Lead</b></p> <p>Oldham Council will remain as Secretariat Lead for 12 months. The programme will be managed by the Communities Directorate, with interim support from the Economy Directorate.</p> <p><b>iv) Review of minutes and action updates from last meeting</b></p> <p>The minutes dated 25 November 2024 were agreed as a true record and approved for publication online at <a href="http://oldham.gov.uk">oldham.gov.uk</a> (proposed by the Chair and seconded by the Vice-Chair).</p> <p>Board members agreed to revisit the outstanding actions after the AGM, to take account of the day's discussions and the new prospectus at: <a href="#">Plan for Neighbourhoods: prospectus - GOV.UK</a>.</p>
<b>5. Plan for Neighbourhoods (formerly Long-Term Plan for Towns) (Chair / Neil Consterdine / Maria Cotton)</b>
<p>During a briefing event in June for all 75 Chairs, the Government described the new strategic objectives: 'thriving places', 'stronger communities', and 'taking back control'. The revised programme must be community-led, in a nod to the New Deal for Communities from the 1990s; the Board must be a true partnership that enables communities to be in control of their neighbourhoods and make decisions. Communities may still choose to fund projects that align with the original objectives of 'safety and security', 'high street, heritage and regeneration', and 'transport and connectivity', but this is no longer essential.</p> <p><b>ACTION:</b> Chair to add notes from the national briefing to the new Sharepoint folder for Board.</p> <p><b>i) Data pack</b></p> <p>In June Oldham Council received and quality assured the Government's local data profile for Chadderton. It contains indicators for policy investment themes; neighbourhood demographics and deprivation; and data and sources.</p> <p><b>ACTION:</b> Jennifer Penn to add the data pack, meeting papers, and other documents to the new Sharepoint folder for Board.</p> <p><b>ii) Delivery area</b></p>

Oldham Council recently submitted a Neighbourhood Board membership and place boundary confirmation form to Government, designed to assess readiness for programme delivery. The place boundary has not changed since it was supplied by Government in April 2024.

**ACTION:** Jennifer Penn to obtain a detailed place boundary map from Government to provide clarity for Board members, councillors based in areas outside Chadderton where funding is still available, and the wider public.

### **iii) Submission requirements (Regeneration Plan)**

With support from the Council, the Board must produce a Regeneration Plan comprising a 10-year vision and a 4-year investment plan for April 2026-March 2030. The Board will kickstart the process by appointing a consultant to revisit the original vision, investment plan and project proformas, thereby helping to identify gaps in information and understand the scale of revisions/additions required.

### **iv) Milestones**

June 2025 – Mobilisation and Planning  
 July 2025 – Community Engagement Phase 2  
 August 2025 – Vision Development  
 September 2025 – Investment Planning  
 October 2025 – Finalisation and Approvals  
 November 2025 – Submission and Communication

## **6. Chadderton Town Board (Chair)**

### **i) Terms of Reference**

**ACTION:** Jennifer Penn to refresh the Terms of Reference by the middle of July, so Board members can review and adopt before the next Board meeting.

### **ii) Membership**

The moderators who assessed the Neighbourhood Board membership and place boundary confirmation form recommended broadening membership to achieve greater community representation. The Chair will introduce a task and finish group for membership, tasked first and foremost with creating a transparent process for attracting and retaining members (see below).

### **iii) Task and finish groups**

Board members are invited to join the task and finish groups by contacting the Chair. Initial volunteers are below:

1. Engagement and communications: Chair, Kashif Ashraf, Neil Consterdine, Angela Longsden, Colin McLaren and Councillor Graham Shuttleworth (first meeting to be w/c 7 July on Microsoft Teams)
2. Governance: Chair, Neil Consterdine, and Angela Longsden
3. Regeneration Plan: Chair, Sarah Aldred and Councillor Elaine Taylor

**ACTION:** Chair to establish task and finish groups for engagement and communications, governance, and the Regeneration Plan.

## **7. Budget (Maria Cotton / Chair)**

### **i) Spend to date**

There is £98,500 remaining from the £250k provided at the launch of the Long-Term Plan for Towns. Spend to date relates to the secretariat function, development of vision/investment plan/project proformas, and delivery of community engagement.

**ACTION:** Maria Cotton to add a breakdown of spend to date and schedule of future payments to the new Sharepoint folder for Board.

### **ii) Proposals for future spend**

In addition to the existing budget, there will be £200k of capacity revenue funding in FY25/26 for developing community capacity for programme and project delivery, delivering community engagement, and developing the Regeneration Plan. There will also be a further £150k of capacity revenue funding in FY26/27, to help the Board prepare for the receipt of capital funding for project delivery later in the programme.

Other Boards have been using their capacity funding for community engagement planning and delivery (especially with/by the Voluntary, Community, Faith and Social Enterprise sector); programme management; and enabling community leadership, for example by meeting costs associated with participation by community leaders.

Suggestions and considerations for future spend and activity include:

Investing capacity funding to support not only immediate engagement and communications but ongoing, long-term engagement for the lifetime of the programme; programme management; and secretariat function (Chair).

Increasing community capacity and pursuing participatory budgeting to enable representatives of certain groups to have the resource to engage their peers on behalf of the Board (Maria Cotton).

Giving the Board a permanent presence on the high street, such as in a library (Maria Cotton).

Acknowledging that the Board does not have the time to recruit immediate programme management support and will instead need to pool its extensive resources, expertise and knowledge to achieve the best results (Chair / Kashif Ashraf).

Using existing and emerging systems, activities and events to have open conversations with communities, with examples being the Go Local system, the annual Chadderton Day (5 July in 2025), and West District events (Neil Consterdine / Angela Longsdon / Colin McLaren).

Having focused discussions from the outset to reinforce the new priorities (Stuart Lockwood).

Learning from Phase 1 of the community engagement to make Phase 2 as successful as possible, with examples being to plan more regular communications with the public; find ways of

addressing barriers to participation (if any were encountered); and make better use of digital communications (Councillor Elaine Taylor).

Reviewing where Phase 1 participants came from to try to re-engage but also reach new people (Councillor Graham Shuttleworth).

Replicating successful events, such as the Granby Street event that attracted 200 people following a leaflet drop to 1,000 households (Councillor Graham Shuttleworth).

## **8. Regeneration Plan (Chair)**

### **i) Work to date (Vision, Investment Plan & Project Proformas)**

**ACTION:** Jennifer Penn to add the Long-Term Plan for Towns documents produced by Thrive Economics to the new Sharepoint folder for Board.

### **ii) New submission requirements (Regeneration Plan comprising 10-year Vision and 4-year Investment Plan)**

See agenda item 5 iii)

## **9. Community engagement (Chair)**

### **i) Review of Phase 1 (July 2024)**

Last summer the Board produced an engagement strategy and commissioned a period of intensive community engagement prior to the general election. By employing methods like an Urban Room, digital conversations, and hyper-local conversations, the Board heard from 400 residents about their ambitions and priorities for Chadderton. Although there were some limitations to the approach, the West District Team and Action Together had worked with community organisations across the delivery area to take their beneficiaries to Chadderton Wellbeing Centre to capture the voices of specific communities e.g. South Asian and African populations, and young people.

The Board is in a strong position because it deliberately sought residents' general ambitions and priorities for Chadderton, as opposed to only specific suggestions for investment in line with the original programme priorities.

**ACTION:** Jennifer Penn to add Phase 1 community engagement outputs to the new Sharepoint folder for Board.

### **ii) Preparations for Phase 2 (July 2025)**

There will be a task and finish group to revisit the original engagement strategy and engagement outputs; set the overall direction/ambitions for engagement and communications; coordinate/deliver activity over the next 4-6 weeks; and plan the delivery and resourcing of engagement for the duration of the programme.

## **10. Action review / next steps (Chair)**

**ACTION:** Jennifer Penn to invite Board members to refresh the register of interests so that a new version can be published online at [www.oldham.gov.uk](http://www.oldham.gov.uk).

**ACTION:** Chair to add notes from the national briefing to the new Sharepoint folder for Board.

**ACTION:** Jennifer Penn to add the data pack, meeting papers, and other documents to the new Sharepoint folder for Board.

**ACTION:** Jennifer Penn to obtain a detailed place boundary map from Government to provide clarity for Board members, councillors based in areas outside Chadderton where funding is still available, and the wider public.

**ACTION:** Jennifer Penn to refresh the Terms of Reference by the middle of July, so Board members can review and adopt before the next Board meeting.

**ACTION:** Chair to establish task and finish groups for engagement and communications; governance; and Regeneration Plan.

**ACTION:** Maria Cotton to add a breakdown of spend to date and schedule of future payments to the new Sharepoint folder for Board.

**ACTION:** Jennifer Penn to add the Long-Term Plan for Towns documents produced by Thrive Economics to the new Sharepoint folder for Board.

**ACTION:** Jennifer Penn to add Phase 1 community engagement outputs to the new Sharepoint folder for Board.

**ACTION:** Colin McLaren to provide an update about Foxdenton Hall at every Board meeting.

**ACTION:** Jennifer Penn to schedule monthly meetings until the end of November (a mix of video calls and face-to-face meetings).

#### **11. Any other business (Chair)**

##### **i) Update on Foxdenton Hall**

Under the original programme objectives, the Board considered part-funding the refurbishment of Foxdenton Hall. Therefore, Colin McLaren gave a confidential update about the project, explaining that there would be a public announcement imminently following on from the submission of a stage one application for funding from National Lottery Heritage Fund by Chadderton Together/Oldham Council in November.

**ACTION:** Colin McLaren to provide an update about Foxdenton Hall at every Board meeting.

#### **12. Time and date of next meeting (Chair)**

**ACTION:** Jennifer Penn to schedule monthly meetings until the end of November (a mix of video calls and face-to-face meetings).

The meeting closed at 14:06.