

Draft Minutes

MEETING: Chadderton Neighbourhood Board (Plan for Neighbourhoods) DATE: 5 August 2025

VENUE: Virtual meeting on Microsoft Teams

TIME: 10:00

BOARD MEMBERS PRESENT	Ashraf, Kashif	Oldham President, Greater Manchester Chamber of Commerce
	Consterdine, Neil	Director of Communities, Oldham Council
	Freaney, Nicky	North West Group Employer and Partnership Manager, Department for Work and Pensions
	Lockwood, Stuart	Chief Executive, Oldham Community Leisure
	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 (Chair)	Oldham Director, Action Together CIO
OTHERS PRESENT	Cotton, Maria	Assistant Director for Property, Investment and Place Making, Oldham Council
	Layton, Tom	Sergeant (Oldham Neighbourhood Policing Team), Greater Manchester Police
	Liddy, Lisa	Assistant Principal – Apprenticeship and Skills, Oldham College
	Longsdon, Angela	District Co-ordinator for Oldham West (Werneth and Chadderton), Oldham Council
	Penn, Jennifer (Minutes)	Place Making Manager, Oldham Council
APOLOGIES RECEIVED	Aldred, Sarah	Head of Income Management, First Choice Homes Oldham
	Jordan, Simon	Principal and Chief Executive, Oldham College
	Mathieson, Estelle	District Commander Oldham, Greater Manchester Police
	McLaren, Colin (Vice-Chair)	Chair, Chadderton Together Community Group
	McMahon, MP Jim	MP, Oldham West, Chadderton and Royton
	Nugent, Martin	Senior Policy and Partnership Officer, Safer and Stronger Communities, Greater Manchester Combined Authority
	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 received.
4. Procedural business and any items accepted as urgent business (Chair)
i) Declarations of interest Members of the Board were reminded to declare interests or nil returns by 18 August, to enable Oldham Council to publish a register of interests at oldham.gov.uk by the end of the month. ACTION: Jennifer Penn to contact individual Board members about outstanding declarations of interest. Members of the Board can now access meeting papers and programme reference materials in a private folder on Sharepoint. Access to the folder is strictly limited to Board members and supporting officers at Oldham Council because contents may be sensitive/confidential and, therefore, unsuitable for wider distribution/circulation. If anyone cannot access the folder because of their organisation's IT policies, they should notify Jennifer Penn to discuss alternative methods of receiving and sharing information. ii) Review of minutes and action updates from last meeting The minutes dated 30 June 2025 were agreed as a true record and approved for publication online at oldham.gov.uk (proposed by the Chair and seconded by Kashif Ashraf). The Chair ran through the actions from 30 June, noting that most topics would be covered later on in the meeting.
5. Terms of Reference for FY 25/26 (Chair)
The Terms of Reference have been refreshed to align with the new programme prospectus. Changes include renaming the Chadderton Town Board as the Chadderton Neighbourhood Board and describing how the Board will refocus by revisiting the outputs of the former programme and broadening membership to include more VCFSE and community leaders. Record of decision: the Board approved in principle the Terms of Reference for FY 25/26, noting the potential for minor revisions after the meeting to reflect the morning's proceedings. ACTION: Board members to submit feedback on the draft Terms of Reference for FY 25/26 to Jennifer Penn by 18 August, so that a final version can be published online by the end of the month.
6. Membership (Chair / Neil Consterdine)

The publication of the new programme prospectus presents the Board with a welcome opportunity to broaden its membership base to ensure that decision-making and oversight functions reflect local needs. It is important for the Board to involve people who are in daily contact with Chadderton's diverse communities, such as leaders of community/grassroot organisations spread throughout the delivery area.

On behalf of the Board's Engagement and Communications Task and Finish Group, the Chair and Angela Longsdon tabled a recommendation to invite four prominent community leaders onto the Board:

Zakir Ahmad: CEO, Yuvanis Foundation

Chris Chamberlain: Chief Executive, Oldham RLFC Foundation

Rebecca Drake: Co-Director, Full Circle NW Community Interest Company

Jennie Gilpin: Trustee, South Chadderton Methodist Church

Kashif Ashraf tabled a recommendation to invite a fifth individual from the business community onto the Board:

Aisha Alrai Mahmood: Senior Account Executive at Clear Watch Security

Record of decision: the Board voted to invite five individuals (four community leaders and one business leader) to join the Board in time for the next meeting (9 September).

Kashif Ashraf waived his right to vote, stating that he would prefer to attend meetings in an advisory capacity because he represents multiple business interests as Oldham President of the Greater Manchester Chamber of Commerce.

Neil Consterdine was named as the single voting officer representing Oldham Council at Board.

The Board will always attempt to reach agreements by consensus, but in the event of a vote being required, each member organisation will have a single vote (except for Oldham Council, which will have officer and elected member votes).

ACTION: Chair to invite five community/business leaders to join the Board with immediate effect.

7. Budget (Chair / Neil Consterdine / Maria Cotton)

i) Spend to date

The Board has c.£300k revenue available for capacity building (£200k for FY 25/26, plus £98k underspend from FY 24/25). Board representatives can pose questions about finance during weekly calls set up by Government.

ii) Proposals for capacity funding revenue FY 25/26

Record of decision: the Board approved in principle the provisional activities and funding allocations for capacity building revenue budget described for FY 25/26, noting that some allocations will become annual commitments.

- **Engagement/consultation - £50k (estimate)**
 - Immediate engagement is required with communities/businesses to re/engage those who are disengaged (50% of residents unaware of programme according to polling data).

- Board can offer incentives to boost participation e.g. free swim vouchers from Stuart Lockwood.
- Board will fund local groups/professionals to deliver focus groups with Engagement HQ surveys.
- Board will increase the capacity of the West District Team (extra hours for existing staff).
- **Programme management - £50k (estimate incl. officer on-costs and mileage)**
 - The Board will recruit a Place Making Officer (Grade 6 post for a minimum of two years), with the ability to capitalise associated spend in the long-term.
 - The officer will be hosted by Oldham Council (West District Team), with some support from Action Together.
 - The interview panel will assess applicants' knowledge of Chadderton.
- **Regeneration Plan (Vision and Investment Plan) - £10k (estimate)**
 - The Board will re-appoint Thrive Economics (whose work on the Keighley Plan for Neighbourhoods was noted and deemed to be advantageous).
 - The precise cost is TBC because there is underspend on the firm's original purchase order and the scope of revisions to the original investment plan, vision and project proformas has yet to be assessed.
- **Participation payments - £5-6k (estimate)**
 - The Board will use payments to empower community leaders to participate fully in the programme, especially decision-making processes; there will be a nominal annual allocation of £1,200 per organisation to support with backfilling.
 - The process will be informed by LocalMotion's work in this field.
- **Board capacity - £ TBC**
 - The Board will assess its ways of working together to drive efficiencies and remain focused on delivering outcomes for local people, through a facilitated workshop after the submission of Regeneration Plan in November.
 - This work should empower the Board to make decisions, such as possible investment in Chadderton Together (see Item 10) and other community groups.
 - There will be an initial away day to enable members to tackle emerging challenges (with potential for away day to be repeated each year).
- **Community infrastructure/capacity - £60k (minimum estimate)**
 - The Board will seek to invest any underspend in community infrastructure development, targeting gaps to be identified by the Board, with support from the West District Team.
 - The Board will consider specific requests for investment, including from Oldham Council /Chadderton Together re: capacity for Foxdenton Hall asset transfer (see Item 10).

From September, there will be a delegated budget and process so that the Board can receive and assess proposals from its members for the activities described above for FY 25/26.

ACTION: Chair to develop a process for the Board to receive, review and approve spend proposals for agreed activities in FY 25/26 from member organisations.

ACTION: Where applicable, Board members to submit proposals for funding in FY 25/26 to Jennifer Penn and Maria Cotton, including target audience, timescales, cost and added value (multiplier effect).

8. Task and finish groups (Chair / Neil Consterdine)

• Engagement and communications

The Chair and other members are drafting a plan and toolkit, including guidance for focus group workshops that are designed to support inclusive conversations with residents of all ages as part of the programme. The main aim is to build on last year's community engagement, testing back the outputs with local audiences and putting in place a draft plan. There will be a comms piece through the Engagement HQ digital engagement platform, presenting the themes and vision from last time to those who were engaged and, importantly, those who were not.

It may be possible to engage students at Oldham College to work on programme branding (as T-Level students did for the Community Safety Partnership), and to have a presence at forthcoming community events planned by others.

ACTION: Chair, Kashif Ashraf and Angela Longsdon to schedule a focus group for businesses in early September.

ACTION: Chair, Kashif Ashraf and Lisa Liddy to meet to discuss role of Oldham College's students in peer-to-peer engagement activity and digital surveys.

ACTION: Chair and Angela Longsdon to have weekly calls about engagement/communications.

• Governance

With Terms of Reference and membership having been discussed, governance items will be revisited in future as and when necessary.

• Regeneration Plan

The refresh will be driven by Thrive Economics. Board members will be invited to help review existing project proposals in the context of the new programme priorities and prospectus, and outputs of forthcoming engagement activity.

ACTION: Chair, Neil Consterdine and Maria Cotton to meet with Thrive Economics w/c 11 August for an initial meeting about developing the Regeneration Plan.

ACTION: Chair to invite all Board members to a meeting with Thrive Economics to kickstart the development of the Regeneration Plan, which will involve a review of the original investment plan, vision and project proformas.

9. Delivery milestones

- July & August 2025 – Community Engagement Phase 2
- September 2025 – Vision Refresh and Investment Planning
- October 2025 – Finalisation & Approvals
 - *Board to sign off the draft Regeneration Plan in principle at meeting on 21 October*
- November 2025 – Submission & Communication
 - *Board members to sign off the final Regeneration Plan at meeting on 18 November.*
 - *Oldham Council to submit Regeneration Plan on behalf of Board by 28 November.*

10. Update on Foxdenton Hall (Maria Cotton)

There is an ambition for Oldham Council to transfer the hall to Chadderton Together under the terms of a long lease. Before this can happen, Chadderton Together will need to demonstrate that it has the capacity and resources to accept liability for the asset. Now, the only source of income is the café.

Under the Long-Term Plan for Towns, the Board had considered the hall's refurbishment as eligible for capital investment. It may now wish to consider using some of its capacity building revenue to help Chadderton Together reach the point of being able to enter into the long lease with the Council and, thereafter, oversee the refurbishment starting FY 26/27. National infrastructure organisation Local could perhaps provide advice about the asset transfer process, following its work under the Government's Community Ownership Fund.

ACTION: Laura Windsor-Welsh to develop a revenue proposal for growing the capacity of Chadderton Together and circulate with meeting minutes for a decision during the next Board meeting.

11. Action review / next steps

ACTION: Jennifer Penn to contact individual Board members about outstanding declarations of interest.

ACTION: Board members to submit feedback on the draft Terms of Reference for FY 25/26 to Jennifer Penn by 18 August, so that a final version can be published online by the end of the month.

ACTION: Chair to invite five community/business leaders to join the Board with immediate effect.

ACTION: Chair to develop a process for the Board to receive, review and approve spend proposals for agreed activities in FY 25/26 from member organisations.

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ACTION: Laura Windsor-Welsh to develop a revenue proposal for growing the capacity of Chadderton Together and circulate with meeting minutes for a decision during the next Board meeting.

12. Any other business

None.

13. Time and date of next meeting (Chair)

Tuesday, 9 September (13:00-15:00) – Mill 2 Gallery, 1853 Studios, Chadderton

The meeting closed at 11:20.