### Minutes

### MEETING: OLDHAM TOWN DEAL BOARD MEETING DATE: 19th November

### 2021

VENUE: Lees Suite, Oldham Council Civic Centre TIME: 15:00

West Street, Oldham, OL1 1UH and Teams Meeting

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| **PRESENT:** | Abrahams, MP Debbie | MP for Oldham East and Saddleworth |
|  | Ashraf, Kashif | Asian Business Leaders |
|  | Aspinall, Gail | Capital Programme and Special Projects Manager, Oldham Council |
|  | Barton, Emma | Director of Economy, Oldham Council |
|  | Beckett, Jessica | Communications Manager, Oldham Council |
|  | Catherall, Harry | Chief Executive, Oldham Council and Accountable Officer |
|  | Flanagan, Mike | Centre Manager, Spindles Town Square Shopping Centre |
|  | Fraser, Nigel | Regeneration Team Leader, Oldham Council |
|  | Gordon, Alison | Assistant Director of Business, Innovation and Enterprise Policy, Greater Manchester Combined Authority |
|  | Hewitt, Sara | Town Centre and Markets Manager, Oldham Council |
|  | Hughes, Margaret | Zutti Fashion |
|  | Hunt, Andrew | Green Energy and Sustainability Manager, Oldham Council |
|  | Jenkins, Rosie | Local Growth Policy Advisor, Department for Business, Energy and Industrial Strategy |
|  | Khan, Nawaz | Regeneration Team Leader, Oldham Council |
|  | Kipling, Shelley | Assistant Director Communications, Strategy and Performance |
|  | Lees, William | Managing Director, J.W. Lees & Co |
|  | Lewis, Christopher | Strategic Lead, Creating a Better Place, Oldham Council |
|  | Lockwood, Stuart | Chief Executive, Oldham Community Leisure |
|  | Lovat, Bill | Regional Director, The Regenda Group |
|  | Majid | Ghazali Trust |
|  | Mushtaq, Cllr Shaid | Cabinet Member for Education and Skills, Oldham Council |
|  | Riley, Michelle | Owner, Cob and Coal Tap |
|  | Roberts, Paul | Spindles Programme Director, Hive Projects |
|  | Rothwell, Frank | Managing Director, Manchester Cabins |
|  | Shah, Cllr Arooj | Leader, Oldham Council |
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| **APOLOGIES:** | Akhtar, Cllr Shoab | Cabinet Member Employment and Skills, Oldham Council |
|  | Bloor, Jon | Assistant Director Economic Growth & Recovery, Oldham Council |
|  | Cezair, Donna | Chief Executive, First Choice Homes Oldham |
|  | Pete Courtie | Arts Council England |
|  | Cox, Stephen | Head of Economic and Social Development,  Mott MacDonald |
|  | McMahon, MP Jim | MP for Oldham West and Royton |
|  | Penn, Jennifer | Regeneration Officer, Oldham Council |
|  | Courtie, Pete | Relationship Manager, Arts Council England |
|  | De Silva, Anna | Project Director, Oldham Council |
|  | Francis, Alun | Principal and Chief Executive, Oldham College |
|  | Jago, David | Director of Finance/Chief Officer, Northern Care Alliance (Royal Oldham Hospital) |
|  | Patterson, John | Chief Clinical Officer, NHS Oldham CCG |
|  | Stephens, Katrina | Director of Public Health, Oldham Council |
|  | Windsor-Welsh, Liz | Chief Executive, Action Together |
|  | Wildman, Susan | Chief Executive, Oldham Coliseum Theatre |
|  | Harris, Liam | Member, Oldham Youth Council |
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| Attendance TBC | Dawson, Beverley | Senior Manager (Capital and Projects), Arts Council England |
|  | Eastwood, Richard | Equity Partner, Pearson Solicitors |
|  | Fogarty, Joanne | NHS |
|  | Lambert, Matthew | Senior Consultant, Mott MacDonald |
|  | Lister, Graham | Arts and Cultural Adviser, Artbuilding Projects |
|  | Oliver-Lawlor, Rosina | Office Manager, Office of Angela Rayner MP |
|  | Maudsley, Alison | Arts Assistant, Arts Council England |
|  | Mawhood, K | ? |
|  | Rahim, Fazal | Project Coordinator, Oldham Interfaith Forum |
|  | Rayner, MP Angela | MP for Ashton-under-Lyne |
|  | Wallin, Anna | Principal Consultant, Mott MacDonald |
|  | Yousaf, Adnan | Real Estate Manager, The Cross Group |
|  |  | GMCA Rep tbc |
|  |  | GM LEP tbc |
|  |  | SEND Rep tbc |
|  |  | Students from Sixth Form and Oldham College tbc |

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| ITEM |  |
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| 1.0 | **Meeting Introductions / Apologies for Absence** (Cllr Shah – Leader) |
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|  | Cllr Shah opened the meeting by welcoming everyone to the Town Deal Board AGM meeting and due to the number of attendees in the meeting room or online apologized for not introducing everyone. Cllr Shah acknowledged the previous Board’s leadership which secured the Town Deal funding.  Apologies for the meeting were noted. |
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| 2.0 | **Welcome** (Cllr Shah – Leader) |
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|  | Cllr Shah stated that there are exciting plans for the town centre and market, but we need to make the projects a reality. New members to the Board were welcomed and Board members were thanked for their participation.  Thank you to those participating  Cllr Shah introduced Harry Catherall as the new Chief Executive for Oldham Council. Harry thanked everyone for welcoming him and he will meet the Board members. |
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|  | Peter Holbrook was the Chair of Town Deal Board and has stood down. Cllr Shah thanked Peter for his leadership and tremendous work of getting the Board to where it is today. Also due to allocation of funding and conflict of interest Mike Flannigan has stood down as Vice Chair. Cllr Shah thanked Mike for his hard work |
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|  | There is a need to include local partners, business and community to help shape the town and town centre. |
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| 3.0 | **Town Deal Board Governance** (Harry Catherall – CEO) |
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| 3.1 | The Town Deal Board voted unanimously in favour of the following appointments: |
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|  | **Independent Chair: William Lees**  (proposed by Cllr Shah and seconded by Kashif Ashraf and endorsed by Board) |
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|  | **Independent Vice-Chair: Margaret Hughes**  (proposed by Cllr Shah and seconded by Mike Flannigan and endorsed by Board) |
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| 3.2 | The Town Deal Board approved the new Chair and Vice Chair. Harry Catherall handed control of the proceedings to William Lees and Margaret Hughes. |
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| 4.0 | **Notice of any urgent business** (Chair) |
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|  | None. |
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| 5.0 | **Declarations of interest** (Chair) |
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|  | The Chair noted declarations of interest from the following Board Members and officers:   * Mike Flannigan, Susan Wildman, Stuart Lockwood, and Anna De Silva |
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| 6.0 | **Minutes of the previous meeting (28th June 2021)** (Chair) |
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|  | The minutes from the Board meeting held on the 28th June 2021 were proposed by Mike Flannigan and approved by the Board.  The Chair echoed the support for the previous Chair and the work that has been completed. |
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| 7.0 | **Procedural business and any items accepted as urgent business** (Chair) |
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| 7.1 | **Approval of the Terms of Reference of the Board** |
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|  | The updated Terms of Reference were circulated to Board members. Meetings will be held quarterly instead of every 8 weeks. The Board membership has been updated and it will be fluid and inclusive.  The Board approved the updated Terms of Reference.  *Action: re-send the Terms of Reference to Frank Rothwell as he did not receive them.* |
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| 8.0 | **Substantive Business** (Nawaz Khan – Project Officer) |
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| 8.1 | **Grant Acceptance / Officer Letter** |
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|  | Oldham Town Deal grant confirmation was received on the 11th November 2021 for £24.4m for the following projects:   * Relocating Tommyfield Market * Enterprise / Flexible Workspace * New Theatre – Making Space for Live Performance * Northern Roots Country Park |
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|  | Heads of Terms  A Full Business Case needs to be completed for the project by 30th June 2022 and the spend deadline for the funding is March 2026. A project completion form has been completed for each project. The funding will be split equality across the 4 projects. |
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|  | The Towns Fund programme milestones are:   * 29th June 2021 – Signed Heads of Terms * 31st August 2021 – Financial profile, project confirmation forms, draft   monitoring, and evaluation plan   * Summer 2022 – Town Deal summary document * Summer 2022 – Final Business Case per project |
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| 8.2 | **Project Updates** |
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|  | Mott MacDonald are providing technical assistance with Busines Case development and the key milestone is the submission of the Final Business Cases in Summer 2022 (some submissions may be in Feb/Mar 2022). |
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|  | Since the award announcements the design, development and engagement are progressing, and the planning applications are due for Tommyfield Market and the new enterprise / flexible workspace and Northern Roots. |
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|  | Induvial project updates will be provided at future meetings. |
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|  | Rosie Jenkins stated that she is working with Nawaz on the summary Business Cases and will look at assurance and robustness. The Town Deal Board will need to view and approve the Business Cases before they are submitted. Meetings will be arranged with the Chair to discuss the Business Cases. |
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|  | Debbie Abrahams asked which metrics are being used for the ECLU, what is being provided and what is Rosie expecting? Rosie Jenkins replied that the draft M&E plan has been completed and includes the indicators. The final M&E plan submitted with the Business Cases will be used. The M&E plan includes mandatory indicators and local indicators can be added on. |
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|  | Alison Gordon asked if the monitoring of the impact will go beyond 2026? Nawaz Khan replied stating that impact will be monitored beyond a period of time after 2026 and this will be captured in M&E plan. |
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| 9.0 | **High Street Task Force Visit and Findings** (Sara Hewitt – Project Officer) |
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|  | An alliance of place making experts has been created and includes 100 people of different backgrounds. Commissioned by the DLUHC to help transform high streets across the country and provide advice and training and is intended to compliment the Town Deal work. |
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|  | DLUHC visited Oldham on the 7th October 2021 to undertake some research to identify the main barrier to transformation. They were pleased with evidence base and governance identified that there is a need to diversify our offer and activate the Town Centre. The following recommendations were noted:   * Build a network of local champions reach out to wider community and   empower them to deliver activity   * Identify vacant premises that could be quickly adapted for pop-up uses e.g.   shopping centre units   * Develop the programme of events – appeal to all of Oldham’s catchment area * Improve way-finding in the Town Centre – art or art trails * Recognition and endorsement – significant amount of work underway * Board Members – ambassadorial / local champions |
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|  | Cllr Mushtaq stated that research is being completed in the Town Centre but how are we going to bring the communities back into the Town Centre? We should not detach the communities we want to benefit. We need to look at accessibility of getting to the Town Centre from wards across the borough. Uppermill and Royton Town Halls are doing well but has Oldham Town Centre been factored in as well? Sara Hewitt replied that we are engaging with the community to make it a community resource. Plans are in motion to improve walking and cycling routes to the Town Centre. Other Town Centre’s are doing well, but there is a need in Oldham Town Centre. |
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|  | Nawaz Khan stated that consultation for walking and cycling routes is ongoing for all of the Towns Funds projects. |
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|  | The Chair stated that Altrincham had one of the worst Town Centres but now it is one of the best due to entrepreneurs. Our objectives need to include people wanting to come Oldham Town Centre. |
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|  | The Vice Chair stated that independent shops bring customers into Oldham. There are too many fast-food outlets in Oldham. Coach trips used to come to Oldham market and in the Town Centre, which provided a constant foot flow. |
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|  | *Action: Town Centre usage and the Town Centre Conversation to be agenda items for the next meeting.* |
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| 10.0 | **Town Centre Engagement** (Jessica Beckett – Project Officer) |
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|  | Cllr Shah has clear views on local engagement and the Big Conversation Engagement Programme in the Town Centre is being held.  Your new town centre:   * New consultation portal launched 19 October 2021 – compliments visits from   the Leader and Chief Executive are doing in the borough. Portal shows town deal projects  and other projects in the town centre.   * Face-to-face session tomorrow * Brings together major town centre regeneration projects in one place for the   first time ([www.oldham.gov.uk/towncentre](http://www.oldham.gov.uk/towncentre))   * Community invited to submit feedback and ideas * Face to face engagement sessions ongoing |
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|  | Weblinks to the new Town Centre video will be sent to the Board for them to review and engage. The engagement feeds directly in the projects. Planning applications are to be submitted in the next few months.  The Chair stated that Board members are ambassadors for the projects and asked that Members send the video weblink to 6 people. |
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|  | Kashif Ashraf stated that the engagement added value and was complementary to the Big Conversation. Madlo is holding a Christmas fair and would be a good opportunity for the engagement to parachute on this and other events happening e.g., school Christmas fairs. We need to keep people on board. |
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|  | Next Steps:   * Town Centre consultations: 20th November, 27th November, 11th December   2021   * Staff events and roadshow: 25th November 2021 onwards * Mahdlo focus group: 29th November 2021 * Business breakfast: 2nd December 2021 * Spindles planning application: December 2021 |
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| 11.0 | **Levelling Up Fund** (Nawaz Khan – Project Officer) |
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|  | Nawaz Khan stated the Levelling Up white paper is being updated. The 2020 spending review is being consolidate into single fund. The first round was completed last year and still waiting for future rounds and guidance to be announced. |
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|  | Oldham will be able to submit 2 bids up to £20m each but this could change. MPs will need to back the bids.  The investment priorities include transport and regeneration.  The Levelling Up fund will provide capital and revenue and there is pressure on Central Government to give power to local leaders.  The next steps include working up the project ideas and develop them to the Outline Business Case stage for when funding is announced. |
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|  | Harry Catherall stated that he respected and understood the reasons why a bid was not submitted for the first round of the Levelling Up fund, but he is keen to submit a bid at the next opportunity to include a significant strategic ask. Oldham needs to be bold in their ask, ideas are welcome, and all options will be debated and considered. Partners from outside of the Town Deal board can input as there needs to be a genuine step change in levelling up. The Economic Review Board is going to contribute to help make a strong compelling case for Oldham. |
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|  | Alison Gordon stated that the GMCA were successful in securing Community Renewal Fund which Oldham should receive a quarter. The grant funding agreement is underway and will run until June 2026. |
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|  | Mike Flannigan congratulated the new Chair and Vice Chair. Mike has latent pride in Oldham and if we give Oldhamers something to be proud of then they will latch onto it. Projects will create pride in Oldham. |
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|  | Kashif Ashraf stated that the Town Fund Board is great but there is a need to do some blue sky thinking for a couple of hours. We could include the interested parties relating to the Town Hall and the public. We need to build on our ambitions and pace to grasp opportunities together. |
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|  | The Vice Chair thanked the Board for inviting her and she will do her best for Oldham. |
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| 12.0 | **Action Review / Next Steps** (Chair) |
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|  | Actions from this meeting   * Re-send the Town Deal Fund Terms of Reference to Frank Rothwell * Town Centre usage and the Town Centre Conversation to be agenda items for   the next meeting   * Work planning deadlines of the projects to be discussed at the next meeting. |
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| 13.0 | **Date / Time of next meeting** (Chair) |
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|  | The Board agreed that future meetings will be held on Fridays and the next meeting to be arranged for February / March 2022 |