

Leigh Neighbourhood Board

6.00pm, 26 January 2026

Present at the meeting:

Alex Grundy (Chair), Owner - Café Stella
Councillor Yvonne Klieve, Lead Member for District Centres & Night Time Economy
Councillor Keith Cunliffe, Deputy Leader and Portfolio Holder for Adult Social Care and Health
Councillor Dane Anderton, Portfolio Holder for Children and Families
Maxine Mealey, Wigan & Leigh College – Assistant Principal
Steven Tomlinson, Director – Nemiah and Leigh Means Business
Adele Adjetey, Senior Policy and Partnerships Officer
Dorothy Bowker, Founder and Trustee – The Bridge
Adam Wignall, Greater Manchester Police
Stewart McGarrie, Absolute Leigh Facebook Group
David Proctor, Assistant Director – Planning and Regeneration
Lloyd Jolley, Director - WJ Structures Ltd
Matt Collier, JJ Harrison PVC Products Ltd

Apologies:

Jo Platt, MP for Leigh and Atherton
Jay Cullen, Edge Hill University
Dave Radley, DMR Training
Paul Costello, Leigh Spinners Mill / Leigh Preservation Trust
Jo Francis, Lillies Cocktails & Small Plates
Danny Melling, Premier Education
Kevin Parker-Evans, Wigan, Wrightington & Leigh NHS Foundation Trust
Natalie Hatton, Deputy Head – St John's Primary School
Youth Board Representatives

In Attendance:

Paul Blinkhorn, Constituency Support Officer
Melanie Lamb, Service Manager – Regeneration
Stuart Hurst, Project Manager – Regeneration
Martin Ledson, Team Leader - Regeneration Strategy and Transformation
Joanne Berry, Leigh Town Centre Manager

1. Welcome, Introduction and Apologies

The Chair, Alex Grundy, welcomed everyone to the meeting and confirmed that all decision making and allocating funding and should sit with the full Board.

2. Minutes and actions from last meeting

The Chair confirmed the minutes from the last meetings held on 3rd November 2025, 25th November 2025 and 15th December 2025.

3. Declarations of Interest

Service Manager – Regeneration explained that the Declaration of Interest Policy is included within the Board's Terms of Reference, and all Board members should have completed and signed the document, which is a requirement from government.

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Declarations of Interest is now a standing item on the Board meeting agendas and is an opportunity for Board members to declare interest in an item or project in which they are involved. The Board will consider the appropriate action in line with the Terms of Reference and Declarations of Interest procedure.

Steven Tomlinson (Director – Nemiah and Leigh Means Business) declared an interest in Item 5 - Branding and website development.

4. Quick Wins Approvals and Project Update

Project Manager – Regeneration referred members to the written update and summarised progress of each of the six approved quick win projects, noting: status, issues and risks, finance and expected timelines. One project has been completed to date.

Matt Collier (JJ Harrison PVC Products Ltd) queried what sub-contractors will be used for the quick win projects and whether there are opportunities for local businesses. The Project Manager – Regeneration noted that it was likely to vary across the projects and that the approach for each would be clarified by the Council teams as they responded with detail on the specification and price, some may involve work by Council staff, some may be via existing frameworks agreements with contractors. Noting that the emphasis on the quick win projects was to undertake “light touch” works in short time period. Tendering to provide opportunities for local contractors would take more time but would be an important part of future projects under the main programme (from April onwards).

Steven Tomlinson (Director – Nemiah and Leigh Means Business) queried how the projects under the “freshen up” scheme were being identified. The Project Manager – Regeneration clarified that an initial scoping exercise had been undertaken by the secretariat alongside consultants Creative Heritage (who are delivering the shopfront grant scheme).

Action: The initial scoping for freshen-up project to be shared with Board, for any comment/suggested additions for consideration.

5. Branding and website development

As noted under item 3, Steven Tomlinson, Director – Nemiah and Leigh Means Business declared an interest in this item. Steven Tomlinson indicated that Nemiah would like to submit a tender for the Branding, Website Design and Development contract. Steven Tomlinson left the meeting while a discussion took place regarding the approach to retendering.

Service Manager – Regeneration updated the Board on the current position regarding the tender for branding and website development. The Councils IT team has reviewed the scope and specification and made the following recommendations.

- Combine brief into a single contract
- Revise the tender specification so that the website build element relates more closely to ‘content design’, do not specify which platform/framework should be used (allow tenderers to justify approach); and include hosting and maintenance/updates
- Revise maximum budget for the single commission to £30,000

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It is proposed to expand the opportunity for firms to tender by having an open tender process through the Chest (procurement portal), with notification sent to local companies. Ten local companies have been identified by Wigan Council's Business Engagement Team; Board members were asked to identify any additional local firms to the secretariat for notification. It was recommended to Board that the tender process is reopened and commissioned as a single contract.

A discussion took place and Councillor Dane Anderton proposed a vote to commission under a single brief and reopen the tender process.

Vote 1: Proceed to tender as a single commission as set out above.

Result: Board members voted unanimously to tender as a single commission as set out above.

Decision: Board approved to tender as a single commission as set out above.

6. Call for Projects

Team Leader - Regeneration Strategy and Transformation updated the Board on the proposed processes "calling for projects", evaluating projects and making funding awards.

A "call for projects" took place in 2024 (under Long Term Plan for Towns) and these project ideas informed the Regeneration Plan and Investment Plan. Now there is clarity on the funding award from government and Board has clear priorities for spend in the Regeneration and Investment Plans, it is considered appropriate to go back out to the community and partners to identify a pipeline of specific projects to be considered for funding.

There are three main strands: main projects; community fund; young people fund. Draft processes for each were discussed with the aim of ensuring that the level of information required is proportionate to the amount of funding involved.

The initial draft process was amended to indicate that for the main projects and community projects the Board will shortlist and approve projects.

The intention is for the young people's fund to be devolved to the Youth Sub Group to manage. With the proposal for the Board to provide oversight in the first year.

A discussion took place and it was recommended that the call for projects would be hosted on a page on the Council website with a generic email (not including name of Board or PiPP fund) to be used for communications and submission of project ideas.

Further development of the forms, processes and communications will be presented to the next Board meeting.

7. Programme and next steps

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Service Manager – Regeneration provided an overview of the next steps for each workstream. The draft programme is under review and will be updated moving forward.

8. Terms of reference

Under written procedure

Service Manager – Regeneration explained that there is currently no remote voting procedure within the Board’s Terms of Reference. To maintain progress between meetings, it is likely that voting will occasionally need to take place remotely. It is proposed to standardise and implement the following procedure which will be inserted into section 3.5 of the Board’s Terms of Reference:

Where required, voting may be taken electronically (by way of email) between scheduled Board meetings, under the following procedure:

- Board Members to be given five working days to respond
- Decision to be returned as “Yes” or “No” or “Need Further Clarification” to the secretariat directly
- Requests for clarification to be sent to the secretariat directly
- Board Members must not forward their voting decision on to other Board Members or propose amendments to the vote
- Secretariat to issue results to Board Members within 2 working days of the voting deadline
- If voting decision is No, further discussions may take place at the next Board meeting
- Result noted at the next Board meeting

A discussion took place and the Board agreed that a standardised procedure needs to be put in place.

Vote 2: Approve the proposal for remote voting under written procedure and update the Terms of Reference.

Result: Board members voted unanimously to approve the proposal for remote voting under written procedure and update the terms of reference.

Decision: Board approved the proposal for remote voting under written procedure and update the terms of reference.

9. Finance update

Project Manager – Regeneration advised the Board that there have been no substantive changes to the budget. It was noted that the main cost items for the remainder of the financial year will be final invoice for the consultant fees, expenditure on quick win projects and the remaining employee costs.

10. Overview of constituents’ representations

Paul Blinkhorn, Constituency Support Officer updated the Board on the following:

- Leigh has been nominated to be Town of Culture.

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- Noted that the High Street Rental Auction is progressing and that letters have been received by businesses this week.
- Feedback from residents, regarding safety and security, is still highest priority. The new wardens are helping but there are recent incidents associated with street drinkers gathering in hotspot areas which have raised concerns.
- There is a meeting organised by Jo Platt, MP for Leigh and Atherton on 30th January inviting businesses that are interested to invest in Leigh with the Council, Homes England and local business presenting. The meeting will be held at Leigh Works.

11. Reflections on the meeting

The Acting Chair invited Board Members to feedback any reflections that they had on the meeting and any future meetings.

12. Any other business

The Chair thanked all Board members for their attendance and continued support throughout the year.

12. Next meetings

The next two meetings will take place on Monday 23rd February 2026 and Monday 30th March 2026, 6.00pm-8.00pm at the Leigh College Campus.

The meeting concluded at 8.10pm.